

Academic Senate
Thursday, September 14, 2006
IWV, MESCC, BESCC, KRV
12:30-1:30 pm.

Agenda

Call to Order

Approval of Agenda

Approval of Minutes

Open Forum

Reports:

Administrative Report

Union Report

President's Report

Treasurer's Report

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council

Program Review Committee

Equivalency Committee

Petitions Committee

Honors Committee

Educational Master Plan Committee

Unfinished Business

New Business

Adjourn

Academic Senate
Thursday, September 28, 2006
IWV 604, MESCC 206, BESCC 122, KRV 2
12:30-1:30 pm.

Agenda

Call to Order

Approval of Agenda

Approval of Minutes

Open Forum

Reports:

Administrative Report

Union Report

President's Report

Treasurer's Report

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council
Program Review Committee
Equivalency Committee
Petitions Committee
Honors Committee
Educational Master Plan Committee

Ad Hoc Committee Reports

Calendar Committee
Special Assignment Policy for Online/iTV courses
Adjunct Faculty Approval and Selection Process Committee – extension until 10/12

Unfinished Business

New Business

Academic Senate Goals for 2006-2007

Announcements

Adjourn

Academic Senate
Thursday, October 12, 2006
IWV 604, MESCC 202, BESCC110, KRV 2
12:30-1:30 pm.

Agenda

Call to Order

Approval of Agenda

Approval of Minutes

Open Forum

Reports:

Administrative Report

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Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council

Program Review Committee

Equivalency Committee

Petitions Committee

Honors Committee

Educational Master Plan Committee

Ad Hoc Committee Reports

Calendar Committee – Mary O'Neal

Decision to Not Set Classes to 0 Committee – Shannon Bliss

College Council Membership Committee – Karen O'Connor

Budget Task Force Committee – Claudia Sellers

Adjunct Faculty Approval and Selection Process Committee – Jon Tittle

Unfinished Business

New Business

Academic Senate Goals for 2006-2007

Announcements

Adjourn

Academic Senate
Thursday, November 9, 2006
IWV 604, MESCC 202, BESCC110, KRV 2
12:30-1:30 pm.

Agenda

Call to Order
Approval of Agenda
Approval of Minutes: October 12 and October 24

Open Forum

Reports:

Administrative Report

Union Report

President's Report

Academic Senate Resolutions from Plenary Session - Highlights
College Council open positions (2)

Treasurer's Report

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council
Program Review Committee
Equivalency Committee
Petitions Committee
Honors Committee
Educational Master Plan Committee

Ad Hoc Committee Reports

Calendar Committee – Mary O'Neal
Committee to Review Policy on Online Teaching and Load – Penny Talley

Other Reports

Unfinished Business

New Business

New Hire Presentations
Anthropology
Business
Child Development
DSPS Coordinator/Special Services Counselor
Philosophy

Announcements

Adjourn

Academic Senate
Thursday, January 25, 2007
IWV 604, MESCC 202, BESCC110, KRV 2
12:30-1:30 pm.

Agenda

Call to Order

Approval of Agenda

Approval of Minutes: December 7, 2006

Open Forum

Reports:

Administrative Report

Union Report

President's Report

College President Screening Committee Timeline
Program Discontinuance Policy
Budget Allocation Model Presentation
Professional Development Committee Members

Treasurer's Report

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council
Program Review Committee
Equivalency Committee
Petitions Committee
Honors Committee
Educational Master Plan Committee

Ad Hoc Committee Reports

Other Reports

District Distance Education Task Force
College Council
Vice President Screening Committee Timeline
Voc Ed Dean Screening Committee Timeline

Unfinished Business

New Business

Announcements

Adjourn

Academic Senate
Thursday, February 9, 2007
IWV 604, MESCC 202, BESCC110, KRV 2
12:30-1:30 pm.

Agenda

Call to Order

Approval of Agenda

Approval of Minutes: January 25, 2007

Open Forum

Reports:

Administrative Report

Union Report

President's Report

College President Screening Committee Timeline

Budget Allocation Model: request for feedback

Accreditation Update

iTV policy

Vice President Screening Committee Timeline

Budget Development Committee members (2 faculty)

Treasurer's Report

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council

Program Review Committee

Equivalency Committee

Petitions Committee

Honors Committee

Educational Master Plan Committee

Ad Hoc Committee Reports

Other Reports

District Distance Education Task Force

College Council

TRT Committee

Unfinished Business

New Business

Announcements

Adjourn

Academic Senate
Thursday, February 22, 2007
IWV 604, MESCC 202, BESCC110, KRV 2
12:30-1:30 pm.

Agenda

Call to Order

Approval of Agenda

Approval of Minutes: February 8, 2007

Open Forum

Reports:

Administrative Report

Union Report

President's Report

College President Screening Committee Timeline

Vice President Screening Committee Timeline

Flex Obligation

Accreditation Reports

Treasurer's Report

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council

Program Review Committee

Equivalency Committee

Petitions Committee

Honors Committee

Educational Master Plan Committee

Ad Hoc Committee Reports

Full-time Faculty Assignment – Penny Talley

Hiring Policy Committee – Jon Tittle

Other Reports

District Distance Education Task Force

College Council: updated Mission, Vision, Values

TRT Committee

Graduation Committee

Unfinished Business

New Business

Budget Allocation Model

Announcements

Adjourn

Academic Senate
Thursday, March 8, 2007
IWV 604, MESCC 204, BESCC110, KRV 2
12:30-1:30 pm.

Agenda

Call to Order

Approval of Agenda

Approval of Minutes: February 22, 2007

Open Forum

Reports:

Administrative Report

Union Report

President's Report

College President Screening Committee Timeline

Vice President Screening Committee Timeline

Budget Committee

Program Review

Graduation Committee

Budget Allocation Model

Student Learning Outcomes Committee

Calendar Committee

Treasurer's Report

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council

Program Review Committee

Equivalency Committee

Petitions Committee

Honors Committee

Educational Master Plan Committee

Ad Hoc Committee Reports

Other Reports

District Distance Education Task Force

College Council

TRT Committee

Unfinished Business

New Business

Announcements

Adjourn

Academic Senate
Thursday, March 22, 2007
IWV 604, MESCC 204, BESCC110, KRV 2
12:30-1:30 pm.

Agenda

Call to Order

Approval of Agenda

Approval of Minutes: March 8, 2007

Open Forum

Reports:

Administrative Report

Union Report

President's Report

Associate Chancellor, Human Resources Screening Committee
College President Screening Committee Timeline
Faculty Marshall – Jonathan Tittle
Cerro Coso Mission, Vision, Values
Chancellor's Request for Assistance

Treasurer's Report

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council
Program Review Committee
Equivalency Committee
Petitions Committee
Honors Committee
Educational Master Plan Committee

Ad Hoc Committee Reports

Other Reports

District Distance Education Task Force
College Council
TRT Committee

Unfinished Business

New Business

Health Careers Department Recommendation

Announcements

KCCCD Board will be meeting at Cerro Coso on Thursday, May 10.

Adjourn

Academic Senate
Thursday, April 12, 2007
IWV 604, MESCC 204, BESCC110, KRV 2
12:30-1:30 pm.

Agenda

Call to Order

Approval of Agenda

Approval of Minutes: March 22, 2007

Open Forum

Reports:

Administrative Report

Union Report

President's Report

College President Screening Committee Timeline

Technical Training – Friday, April 13th

Spring 2007 Plenary Session

Faculty Hires for Fall 2007

Management Title Changes

Nominations for AS Executive Council

Treasurer's Report

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council

Program Review Committee

Equivalency Committee

Petitions Committee

Honors Committee

Educational Master Plan Committee

Ad Hoc Committee Reports

Department Procedures Template – Shannon Bliss

Other Reports

District Distance Education Task Force

College Council

TRT Committee

Unfinished Business

Graduation Committee

Student Speakers – list of graduations is available on the G drive: AnR: 2006-07
Grad Candidates (2 from IWV, 1 from ESCC)

New Business

Announcements

Faculty Online Load open forum will be April 19th 12:30-1:30 and available through iTV.

Adjourn

Academic Senate
Thursday, April 26, 2007
IWV 604, MESCC 204, BESCC110, KRV 2
12:30-1:30 pm.

Agenda

Call to Order

Approval of Agenda

Approval of Minutes: April 12, 2007

Open Forum

Reports:

Administrative Report

Union Report

President's Report

College President Screening Committee Timeline: May 15th Forums

Strategic Plan Initiatives Participation

Emergency Preparedness

BAM Update

Treasurer's Report

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council

Program Review Committee

Equivalency Committee

Petitions Committee

Honors Committee

Educational Master Plan Committee

Ad Hoc Committee Reports

Faculty Online Load

Other Reports

District Distance Education Task Force

College Council

TRT Committee

Unfinished Business

Graduation Committee

Student Speakers

New Business

Academic Senate Bylaws

Campus Safety – Bonita Robison

Announcements

Adjourn

Academic Senate
Thursday, May 8, 2007
IWV 604, MESCC 204, BESCC110, KRV 2
12:30-1:30 pm.

Agenda

Call to Order

Approval of Agenda

Approval of Minutes: April 12, 2007

Elections

- Bylaws Revisions
- Senate Officers

Open Forum

Reports:

- Administrative Report

- Union Report

- President's Report

 - Academic Senate Goals

 - KCCD Board Meeting Thursday, May 10th

 - College President Screening Committee Timeline: May 15th Forums

- Treasurer's Report

- Standing Committee Reports (only for those that have a report)

 - Curriculum and Instruction Council

 - Program Review Committee

 - Equivalency Committee

 - Petitions Committee

 - Honors Committee

 - Educational Master Plan Committee

- Ad Hoc Committee Reports

 - Campus Safety Committee

- Other Reports

 - District Distance Education Task Force

 - College Council

 - TRT Committee

Unfinished Business

New Business

- Classified Staff Award

Announcements

Adjourn

ACADEMIC SENATE
September 14, 2006
Minutes

Present: Rachel Winston, Jon Tittle, Anne Benvenuti, Mary O'Neal, Dick Adams, Dennis VanderWerff, Heather Ostash, Cliff Davis, Eloy Rodriguez, Christine Swirdoff, Shannon Bliss, Cheryl Gates, Don Rosenberg, Karen O'Connor, Claudia Sellers, Mary Kowalski, Yihfen Chen, John Garcia, Penny Talley, Michael Metcalf, Paula Suarez, Melinda Fogle Oliver, Jan Moline, Jim Kiggins, Matt Hightower, Christine Abbott, Greg Kost and Jim Manion

1. Approval of Agenda – Agenda was approved.
2. Approval of Minutes – Minutes not available from last meeting
3. Open Forum – No participants
4. Reports
 - a. Administrative Report (Jane Harmon – Vice President of Student Learning)
 1. Basic Skills Grant has been submitted
 - b. Administrative Report (Jill Board – Vice President of Student Services)
 - c. Union Report (Shannon Bliss)
 1. September 27 and 28 Elections for NEA Representative and Cerro Coso representative
 2. Mode A Evaluations are starting
 - Shannon offered to give workshop on Mode A process
 - d. President's Report
 1. Chancellor's Cabinet
 - AB 362 has been passed by legislature and will be signed by governor
 2. Board of Governors approved the State Academic Senate's recommended changes for the competency requirements for English and math
 - Dennis VanderWerff will address the changes in CIC
 3. District Instructional Mini-Grants
 - Funds will be available to enable departments from BC, CC and PC to meet
 4. 2007-2008 Calendar
 - CCA contract gives responsibility and authority for the academic calendar to Academic Senates
 - President called for ad hoc committee to review calendar
 - a. Committee: Mary O'Neal (Chair), Cheryl Gates, Claudia Sellers, Anne Benvenuti and Heather Ostash
 - b. Charge: Review calendar and report back to Academic Senate at September 28th meeting
 5. Ad Hoc Committee to Review Policy on Online Teaching and Load

- Committee: Penny Talley (Chair), Cheryl Gates, Anne Benvenuti, Eloy Rodriguez and Karen O'Connor
 - Charge: Research existing policy and make recommendation to Academic Senate at November 9, 2006 meeting
6. Adjunct Faculty Approval and Selection Process
 - Established Ad Hoc committee to review and finalize policy
 - Committee: Jon Tittle (Chair), Matt Hightower and Christine Abbott
 - Charge: Revise and finalize proposal
 - Present to Academic Senate at September 28th meeting
 7. Special Assignment Policy for ITV and Online Courses
 - Established Ad Hoc Committee
 - Committee: Matt Hightower (Chair), Greg Kost and Shannon Bliss
 - Charge: Review proposal and report back to Senate with recommendation at September 28th meeting
- e. Treasurer's Report
 1. \$73 in Academic Senate account
 2. Executive Council recommendation to raise dues to \$25
 - Senate unanimously approved recommendation
 - f. Standing Committee Reports
 1. Curriculum and Instruction Committee (Dennis VanderWerff)
 - Must update CORs of all courses being offered in the spring semester
 - a. Dennis sent department chairs a list of all courses that need to be updated
5. Unfinished Business – None
 6. New Business
 - a. Review Decision to Not Set Classes to 0 until the end of the first week of classes
 1. Ad Hoc Committee – Jan Moline, Karen O'Connor, Mike Metcalf, Paula Suarez and Shannon Bliss (Chair)
 2. Report back to Senate on current status of procedure at first meeting in October. Make recommendation if appropriate.
 - b. Examine the desirability of longer Senate meetings
 7. Announcements
 - a. Lisa Fuller – Christmas Committee would like senates to collaborate on planning a potluck for Friday, December 8
 - b. Karen O'Connor – Contact Karen if willing to work in Fair booth or would like to provide materials
 - c. Heather Ostash – Student Handbooks are available for faculty. Next week will be sending out Early Alert materials.
 8. Adjourn – 1:32pm

Academic Senate
Thursday, September 28, 2006
IWV 604, MESCC 206, BESCC 122, KRV 2
12:30-1:30 pm.

Draft Minutes

In attendance: Paula Suarez, Heather Ostash, Michael Metcalf, Debby Kilburn, Steven Busby, Mary O'Neal, Rachel Winston, Shannon Bliss, Lisa Darty, Penny Tally, Mary Peoples, Janis Jamison, Mary Kowalski, Christine Swiridoff, Jan Moline, Cliff Davis, Anne Benvenuti, Dennis VanderWerff, Karen O'Connor, Don Rosenburg, John A. Garcia, Dick Benson, Melinda Fogle Oliver, Corey Marvin, Lisa Fuller

Call to Order
12:30 p.m.

Agenda Approved

Approval of Minutes
Sept 14 minutes: Correction: change SB 362 to SB 361. Minutes approved.
May 11 minutes: Corrections: strike last line of treasurer's report, and add John Stenger-Smith to attendance. Minutes approved.

Open Forum
No participants

Reports

Administrative Report

Corey Marvin:

- District-level determination of large-scale assessment of IT functions. Contract awarded to Sunguard. Beginning in November, will speak to faculty, administration, tech resource team, and any relevant focus groups.
- TRT will be college point of contact for upcoming district-wide security policies and procedures.
- U Drive is not fixed. All students were affected by the loss of files. An outside company has been hired to try to retrieve the files.

Union Report

Shannon Bliss:

Voting is taking place. Look for an e-mail from Dennis Vanderwerff and vote twice. Two separate logins and ballots are required to vote for both CC rep and bylaws.

President's Report

Lisa Fuller:

- Committees: Review handout of committees and send corrections to Lisa Fuller.
- Faculty reps on committees:

- College Council ad hoc committee is looking at college and district strategic plans. Membership: three faculty needed. Anne Benvenuti volunteered. Charge: review two strategic plans to be sure they are aligned; provide recommendations to college strategic plans, if needed; determine if we need a standing committee.
- College Council: College Council is a college-wide, shared governance planning committee that advises the College President. Membership is changing; currently we have five faculty, and the question is who should represent us. We are waiting on a document from former Academic Senate President Paul Meyers for clarification on most recent membership. Classified has two reps and two union reps. Faculty currently has five faculty, plus the Academic Senate president as co-chair, but no union position. Need an ad hoc college council membership committee: Karen O'Connor (chair), Shannon Bliss, Jan Moline, and Lisa Fuller. Charge: recommend college council faculty membership; need recommendation for the next senate meeting.
- Budget Task Force Committee: Lisa Fuller and Mary O'Neal currently on District Budget Allocation Model Task Force. We need a Budget Task Force ad hoc committee of the Academic Senate to help Lisa Fuller report back to district task force. See Lisa Fuller's brainstorm of allocation task force Academic Senate priorities. Based on SB361, which will allocate more money to college according to scale, taking into account small colleges. Committee: Claudia Sellers (chair), Yih-Fen Chen, Jan Moline, Mike Metcalf, and Lisa Fuller. Charge: develop recommendations for Lisa Fuller to take to the district, including allocation priorities for all sites; determine need for standing committee; report back at next Senate meeting. Lisa will send chart out to all faculty to solicit information.
- Web Design Committee: Need faculty representation on committee. Eloy Rodriguez, Debby Kilburn, Mike Metcalf, and Lisa Darty volunteered.
- Facilities Committee (standing committee on College Council): need two faculty members. Volunteers: Steve Busby and Dick Benson.
- Lisa Fuller will be participating in Area A State Academic Meeting. Send any concerns or issues to Lisa Fuller before October 14.

Treasurer's Report

Christine Swiridoff:

19 faculty, or 34%, have paid their dues, and the Senate's half of the Christmas party has been paid, bringing our balance to \$368.00.

Standing Committee Reports

Curriculum and Instruction Council

Dennis VanderWerff:

Will develop a list of course outlines needing to be updated.

Heather Ostash:

Will submit course outlines for IGETC soon. Heather Ostash will send out an informational e-mail.

Program Review Committee: no report

Equivalency Committee: no report

Petitions Committee: no report

Honors Committee: no report

Educational Master Plan Committee: no report

Ad Hoc Committee Reports

Calendar Committee

Mary O'Neal:

The ad hoc committee has two recommendations:

- That the calendar committee be a standing committee of the Academic Senate. Recommendation carried. Executive Council will address the necessary changes to the bylaws.
- That we not have a five-week winter intersession but rather to stabilize our fall, spring, and summer sessions first.
- A copy of the draft calendar distributed but needs further discussion. Charge: come forward with a recommendation on flex days on the next Senate meeting and a draft calendar at the following Senate meeting.

Special Assignment Policy for Online/iTV courses

Resolved: the forms were on file and are being addressed

Adjunct Faculty Approval and Selection Process Committee: extension until 10/12/06

Unfinished Business

None

New Business

Academic Senate Goals for 2006-2007 tabled until next meeting.

Announcements

Christine Swiridoff:

All-USA Academic Team Nominations needed. E-mail with information came out yesterday. Direct questions to Christine Swiridoff.

Lisa Fuller:

Academic Senate Teaching Institute in the spring; Vocational Teaching Institute in the spring; Hayward Award coming out this fall. Diversity Award coming out in fall. Lisa will send out more information.

Adjourned

1:29 p.m.

Academic Senate Goals
Draft: August 25, 2006

Academic Senate will

- revise procedures by which we conduct business
- revise bylaws and standing rules to reflect changes in operational procedures
- review processes for district wide centralization, especially funding, working to maintain institutional individuality and stability
- develop a process and template for developing department policies for class assignment, how classes are being distributed, textbook adoption, etc.
- pursue opportunities to develop fully integrated, articulated curriculum for all three colleges
- integrate the Cerro Coso College Strategic Plan with the KCCCD Strategic Plan
- review the process for budget development, working to integrate strategic planning, institutional planning, and budget development as an inclusive process
- define the role of the Academic Senate in the faculty evaluation process
- develop a process and policy for faculty professional development
- encourage participation in the State Academic Senate

ACADEMIC SENATE MINUTES
October 12, 2006

Present: Lisa Fuller, Deborah Kilburn, Michael Metcalf, Shannon Bliss, Mary O'Neal, Tom Foggia, Paula Suarez, Melinda Fogle Oliver, Lisa Darty, Heather Ostash, Bonita Robison, Dennis VanderWerff, Matt Crow, Karen O'Connor, Yhifen Chen, Janis Jamison, Matt Hightower, Jim Kiggins, Jon Tittle and Greg Kost

Approval of Agenda: Approved

Approval of Minutes: Approved

Open Forum: None

Reports

1. Administrative Report (Dr. Jane Harmon)
 - Planning is beginning for 2007 – 2008
 - Accreditation Visit: October 23 – 26
 - a. Review materials that have been sent out on visit
2. Union
 - CCA and Management in negotiations to equalize adjunct faculty pay rate and full-time faculty overload pay rate
 - Election Results: Debbie Kilburn elected as Cerro Coso CCA representative and By-Laws passed
 - Need Cerro Coso volunteers to serve on District Fringe Benefit Committee and Membership Committee
3. Treasurer – No Report
4. President
 - 2007 – 2008 New Hires: Requested help in identifying process for proposing new hires for next school year
 - President & Vice President Hiring: Greg Chamberlain will check with Chancellor Serano to determine when hiring process will begin.
 - Ad Hoc Committee on Departmental Policies: Asked for volunteers to serve on a committee to identify what departmental policies are required and to create a template to be used by faculty chairs and their departments. Volunteers: Shannon Bliss (Chair), Karen O'Connor, Bonita Robison and Matt Crow. Committee will report back to Academic Senate early in the Spring Semester.
 - District Strategic Planning Initiative: Committees are being formed to implement six initiatives proposed by District Strategic Planning Committee. President will send out requests for volunteers.
5. Standing Committees
 - CIC (Dennis VanderWerff)
 - a. The Spring 07 courses that needed updated CORs have been completed.

b. A list of CORs that still need to be updated will be distributed in the spring.

6. Ad Hoc Committees

- Calendar Committee: Committee has met several times, but is not ready to make a final recommendation at this time. It will recommend that a standing calendar committee, chaired by the CCA Representative, be formed at each college.
- Committee on Zeroing Out Classes: The committee made two recommendations. First, that full-term classes continue to be closed at the end of the late enrollment period. Second, that an ad hoc committee be formed to address the question of when to close enrollment in short-term classes. The Academic Senate President asked the committee to present a recommendation for short-term classes and to develop a fact sheet on class enrollment policies. The recommendation on short-term classes and the fact sheet should be presented to Academic Senate in the spring semester.
- College Council Membership Committee: Karen O'Connor presented the committee's recommendation on Academic Senate's College Council members and the Senate unanimously approved it. The proposal will be presented to College Council at today's (October 12, 2006) meeting.
- Budget Task Force Committee (Claudia Sellers): The committee has met and will send the Academic Senate President an email outlining its deliberations on budget priorities. President Fuller asked all faculty members to send her their recommendations on budget priorities.
- Adjunct Faculty Approval and Selection Committee (Jon Tittle): The committee established that the Academic Senate had approved the new procedures for hiring adjunct faculty in March 2006. The new procedures will be sent to Vice President Harmon and discussed at the next Faculty Chair Meeting. If that group suggests changes in the procedures, the procedures will be rewritten by members of the Faculty Chair group and returned to Academic Senate for approval.

7. Other Committees

- District Distance Education Taskforce: Matt Hightower, Debbie Kilburn and Jim Kiggins represent Cerro Coso on the taskforce. The taskforce has recommended that the District support both Etudes and Moodle as course management systems. Matt and Debbie stated that Cerro Coso can have a major impact on what course management system is ultimately selected and it is important that we clearly and forcefully state our preferences.

New Business

- College Council Nominations: President Fuller opened nominations for two openings for Academic Senate representatives on College Council. An election for the two open positions will be held at the October 24 Academic Senate meeting.

Next Meeting: Tuesday, October 24th at 12:30 pm

Adjourned: 1:34pm

ACADEMIC SENATE

October 24, 2006

Minutes

Present: Mary O'Neal, Debby Kilburn, Michael Metcalf, Dennis VanderWerff, Cliff Davis, Janis Jamison, Larry Board, Tom Foggia, Mary Kowalski, Dick Adams, Matt Crow, Lisa Fuller, Yih-Fen chen, Christine Swiridoff, Shannon Bliss, Lisa Darty, Bonita Robison, Penny Talley, Dick Benson, Don Rosenberg, Steve Busby, John Garcia, Melinda Fogle Oliver, Karen O'Connor, Rachel Winston and Jon Tittle

1. Approval of Agenda – Agenda approved
2. Approval of Minutes – Minutes will be sent out to all members within the next several days.
3. Open Forum – None
4. Reports
 - a. Administrative
 - i. Dr. Jane Harmon
 1. Spring schedule is out
 2. Work has been started on Summer and Fall 07 schedules – Goal is to have final draft done by January
 3. Asked faculty to be as prompt as possible for meetings with Accreditation Team members
 - ii. Jill Board
 1. Star Gazing Party on Friday
 2. Period 1 320 Report has been completed
 - iii. Valerie Karnes
 1. Perkins and Tech Prep have been reauthorized, but contain new requirements
 - b. Union (Shannon Bliss)
 - i. November 16th meeting for CTA members
 - ii. Need CCA Fringe Benefit Committee representative, membership chair and negotiator
 - c. President
 - i. Process for Prioritizing New Faculty Positions
 1. November 9th – Presentations to Senate
 2. December 7th – Senate vote
 - ii. Replacement Positions
 1. Recommendation made by Faculty Chair Committee
 - iii. President and Vice President of Academic Affairs Hiring Process
 1. Lisa Fuller, Dennis VanderWerff and Matt Hightower will be faculty representatives on Presidential Hiring Committee
 - iv. Ad Hoc Committee on Management of Instructional Programs at the Sites
 1. Jon Tittle (Chair), Jim Kiggins, Matt Crow, Mary O'Neal and Matt Hightower volunteered to serve on committee

2. Charge – By February 2007 research current procedures for managing the instructional programs at the sites and make recommendations on how to improve the process
- d. Treasurer
 - i. 70% of faculty have paid their Academic Senate dues
- e. Standing Committees
 - i. CIC (Dennis VanderWerff)
 1. CIC accepted the English Department's recommendation on implementing the new standard for English courses to meet the graduation requirements for an Associate degree.
 2. Dennis presented the recommendation to the Senate
 3. Senate unanimously approved the recommendation
 4. New English requirement will be effective in Fall 2009
- f. Ad Hoc Committees
 - i. Calendar (Mary O'Neal)
 1. Continue to meet and gather information on state regulations that impact academic calendar
 - ii. Adjunct Faculty Approval and Selection (Jon Tittle)
 1. Faculty Chair Group recommended revising the new policy in order to make it less complicated
 2. Dr. Jane Harmon, Matt Hightower and Jon Tittle will met to revise the policy
 3. Revised policy will be brought to Academic Senate on December 7th
- g. Other
 - i. District Distance Education Task Force (Jim Kiggens)
 1. Jim reviewed the actions of the task force and emphasized how important its recommendations will be to Cerro Coso
5. New Business
 - a. Academic Senate Goals for 2006 – 2007
 - i. A motion to accept the goals was made by Shannon Bliss and seconded by Christine Swiridoff
 - ii. Senate unanimously approved the motion
 - b. Statewide Academic Senate Resolutions from Fall Plenary Session
 - i. Lisa gave the results of votes on major resolutions
6. Announcements
 - a. Claudia Sellers thanked Karen O'Connor for her initiative in applying for a grant through NASA
 - b. Heather Ostash announced that Preview Day would be Friday, October 27th

Meeting adjourned at 1:40pm

ACADEMIC SENATE

January 25, 2007

Minutes

Present: Matt Crow, Cheryl Gates, Claudia Sellers, Dennis VanderWerff, Lisa Darty, Cliff Davis, Tom Foggia, Shannon Bliss, Mary O'Neal, Janis Jamison, Yih-Fen Chen, Karen O'Connor, Jan Moline, Penny Talley, Michael Metcalf, Rachel Winston, Christine Abbott, Jon Tittle and Lisa Fuller

1. Call to Order – 12:35pm
2. Minutes and Agenda Approved
3. Open Forum – None
4. Reports
 - a. Administration
 - i. Jane Harmon – VP Student Learning
 1. Adjunct Faculty Welcome and Orientation on 1/30 and 1/31
 2. Summer and Fall Schedules will be available by March 1
 3. Education Master Plan needs to be updates by mid-April
 4. KCCCD District Plan – Is chairing group addressing the needs of under prepared students
 - ii. Jill Board – VP Student Services
 1. Period 1 Apportionment Report shows 2% to 4% growth
 2. Student Equity Committee needs to meet this semester
 - a. Volunteers needed
 - iii. Valerie Karnes – Interim Dean of Vocational Education
 1. Vocational groups will meet February 2 at 10am
 2. Articulation Conference with SSUSD on February 9
 - b. Union Report – Shannon Bliss
 - i. Mode B evaluations will be held during spring semester
 - ii. Shannon is grievance contact for faculty and will be on campus Wednesday and Thursdays this semester
 - c. President's Report
 - i. College President screening committee has met twice
 1. Applications are being accepted
 - ii. Program Discontinuance Policy
 1. Approved by Academic Senate last spring
 2. Board requesting a District-wide policy, rather than three separate policies
 3. BC, PC and CCCC Academic Senate presidents will meet and review request
 - iii. Budget Allocation Model Presentation

1. Lisa and Mary reviewed PowerPoint presentation on new model
2. Tom Burke will make presentation to whole college community on February 2
3. Academic Senate will vote on proposal at February 22 meeting
4. Lisa encouraged members to provide her feedback on the new model
5. Adjournment – 1:40pm

ACADEMIC SENATE

Minutes

February 8, 2007

Attended: Shannon Bliss, Mary O'Neal, Dennis VanderWerff, Tom Foggia, Jon Tittle, Paula Suorez, Cheryl Gates, Cliff Davis, Mike Metcalf, Heather Ostash, Janis Jamison, Rachel Winston, Lisa Darty, Don Rosenberg, Matt Crow, Jan Moline, Dick Adams, Mary Kowalski, Yihfen Chin, Christine Swiridoff, Debby Kilburn, Dick Benson, John Garcia, Penny Talley and Christine Abbott

Call to Order: 12:32

Minutes and Agenda: Approved

Open Forum: None

Reports:

Administrative

Jane Harmon

- Larry Board's procedure was a success
- Accreditation Report – Noted positive reaction from Department Chairs
- Summer and Fall schedules ready by mid-March

Valerie Karnes

- Has applications for Technology Focus Awards
- Articulation Conference with SSUSD on Friday

Union – Shannon Bliss

- Reviewed Mode B Evaluation Process
- On Campus Wednesdays and Thursdays this semester

President

- College President Search Committee
 - Committee making good progress
 - March 1 deadline for applications
- Budget Allocation Model
 - Needs feedback before February 22nd meeting
- Accreditation Update
 - Reviewed recommendations
 - Dr. Harmon will meet with Standard Leaders – Dennis will take Leo's place
 - Dr. Harmon is Accreditation Liaison Officer
- Vice President Screening Committee
 - Due to close on March 2
 - No finalized position description
 - Lisa recommended halting screening process
 - Dennis moved and Dick Benson seconded the following motion:

- “The Academic Senate recommends that the Vice Presidential hiring process be halted”
 - Members unanimously supported the motion
- ITV Policy
 - Recommended that an ad hoc committee be formed to review the ITV recommendations and report back to Academic Senate
 - Corey Marvin (Chair), Karen O’Connor, Jon Tittle, Lucilia Gonzalez-Cirre and Deanna Campbell volunteered to serve on committee
- Budget Development Committee (College Council Committee)
 - Need two volunteers to serve on committee
 - Dick Benson volunteered

Treasurer’s Report – Christine Swiridoff

- Still have outstanding dues

Standing Committees

- Curriculum and Instruction Committee – Dennis VanderWerff
 - 432 courses that in our Inventory need to be revised
 - Dennis will send list to Department Chairs
- Education Master Plan (Dennis VanderWerff)
 - Annual Plans by Department Chairs will be part of the process

Other Reports

- College Council – Meeting Today
- TRT Committee (Corey Marvin)
 - Advertising for the Network Administrator Position
 - TRT Recommendation about Moodle : “Based on the positive results from the five-semester study, Cerro Coso Community College recommends the formal adoption of Moodle as our primary supported learning management system for faculty teaching distance education courses as well as faculty who wish to web-enhance their face-to-face courses.”
 - Discussion
 - Does not mean instructors have to use Moodle
 - Important to have a timeline for adoption
 - What are implications for Faculty Online Training Certificate?
 - Motion carried unanimously

New Business

- Question: What is status of hiring replacement faculty?
 - Lisa will check with College President
- Nomination of Rachel Winston for the State Board of Governors
 - Lisa will write a letter endorsing Rachel’s nomination
 - Senate moved to endorse nomination

Announcements

- Jan Moline
 - February 9th – ASCC Dinner for Two
 - February 8th – Cal Poly Pomona Jazz Ensemble

ACADEMIC SENATE MINUTES

February 22, 2007

Present: Dennis VanderWerff, Mary O'Neal, Valerie Karnes, Cheryl Gates, Shannon Bliss, Dick Adams, Jon Tittle, Jon Heaton, Rachel Winston, Tom Heck, Lisa Darty, Janis Jamison, Heather Ostash, Don Rosenberg, Mary Kowalski, Penny Talley, Dick Benson, Larry Board, John Garcia, Matt Crow, Christine Abbott, Greg Kost and Suzie Ama

Call to Order – 12:36

Approval of Minutes and Agenda – Approved

Open Forum – No Speakers

Reports

Administrative Reports

Dr. Jane Harmon

2007 – 2008 Budget – Decision has been made to reinstate Vocational Education Faculty Chairs

March 5th Visit to San Diego Community College District – Valerie Karnes, Deana Campbell, Bonita Robison and Dr. Harmon will visit SDCC District to observe their non-credit course program

District Researcher – Mark Beam will only be on campus 2 days a month for the rest of the semester. Dr. Harmon is exploring alternatives for meeting the colleges research needs.

Valerie Karnes

February 15th Articulation Meeting with Sierra Sands went well
Organizing a visit to Cerritos to observe their occupational programs

Union Report – Shannon Bliss

CCA election is taking place

President's Report

- College President Screening Committee
 - Process is on schedule
- Vice President Screening Committee Timeline
 - Chancellor Serrano received Senate recommendation to stop selection process and forwarded it to Vic Collins
 - Vic Collins recommended extending the application deadline until March 28th
 - Lisa moved to reaffirm Senate recommendation to halt selection process
 - Senate unanimously voted to reaffirm the previous recommendation to halt the selection process
- Flex Obligation

- Lisa gave the link to the Flex Obligation Webpage
- Corey Marvin stated that the faculty need a firm yes or no answer on whether flex days are mandatory and need to be documented
 - Lisa will check to determine the current status of flex days
- Accreditation Reports
 - The Bakersfield College and Porterville College Accreditation Reports will be available in the LRC
- IT Director Position
 - Dr. Retterer sent an email to Lisa asking for the Academic Senate's position on whether the position should be an IT Director or a Dean of IT
 - After discussion, it was decided to ask TRT to make a recommendation on whether the position should be a Director or Dean

Treasurer's Report – None

Ad Hoc Committee Reports

Full-Time Faculty Assignment Committee (Penny Talley)

- Recommendation: “The needs of each program should be determined by the department chair and used to determine whether a faculty member teaches all his or her load online.”
 - The faculty evaluation process is the best way to evaluate whether a faculty member is fulfilling his or her professional responsibilities.
 - If a faculty member teaches only online, the college must provide the resources so that the faculty member can meet his or her professional responsibilities
- By a voice vote, the Senate did not accept the recommendation
 - Asked the committee to continue to work on the policy recommendation and set up an open forum to enable all faculty members to share their ideas
 - The committee will set up an open forum for a broader discussion.
 - If anyone else is interested in continuing the discussion, they can contact Penny to be included in future meetings

Adjunct Faculty Hiring Process – Jon Tittle

- Jon described the revised hiring process and moved for adoption
- The Senate unanimously adopted the revised policy

Other Reports

College Council

- A subcommittee of College Council has proposed an updated Mission/Vision/Values Statement for the college
 - The College Council members will ask for feedback from the Academic Senate

Graduation Committee

- Lisa will ask for a report from the committee at the next Academic Senate meeting

New Business

Budget Allocation Model

- Lisa described the most recent changes in the model and moved that the Senate recommend the adoption of the model
 - The Senate unanimously voted to recommend adoption of the model

SLO Committee – Suzie Ama

- Suzie proposed the creation of a SLO Committee
- Proposal will be discussed at the next Academic Senate Meeting

Adjournment – 1:39

ACADEMIC SENATE MINUTES

March 8, 2007

Present: Suzie Ama, Christine Abbott, Gayle Whitlock, Tom Heck, Mary O'Neal, Melinda Fogle Oliver, Dennis VanderWerff, Shannon Bliss, Tom Foggia, Cliff Davis, Norm Stephens, Jon Tittle, Matt Crow, Yihfen Chen, Debby Kilburn, Rachael Winston, Don Rosenberg, Christine Swiridoff, Bonita Robison, Dick Benson, Penny Talley, Mary Kowalski, and Mike Metcalf

Call to Order: 12:32

Approval of Agenda – Approved

Approval of February 22, 2007 Minutes – Approved

Open Forum: None

Reports

Administrative

Dr. Jane Harmon

- Announced that Valerie Karnes stepmother died and her father is in the hospital
- Accreditation Warning Status – Emphasized that warning is very serious and the faculty, as the institution's historical memory, must play a major role in addressing the issues identified in the warning letter.

Union Report (Shannon Bliss)

- CCA Executive Council Election – Need a candidate to serve as Cerro Coso's CCA representative
- Mary O'Neal – A MOU has been reached between the District and CCA outlining Child Development leadership positions across the District

President

- College President Screening Committee Timeline – Interviews will be held in April
- Vice President Screening Committee Timeline
 - Are moving ahead with the committee and March 30th is new application deadline
 - President and Chancellor have told Lisa that will not hire a permanent VP if the committee feels there is not an adequate pool
 - Dennis VanderWerff registered a formal objection to the Chancellor's email to Lisa responding to the Academic Senate's preference to delay the hiring of a VP for one year
- Budget Committee/Budget Allocation Model
 - Lisa
 - Budget process is part of Academic Senate 10 + 1 responsibilities
 - Do not have an Academic Senate budget oversight process
 - Asked for volunteers for Academic Senate Budget Committee

- Committee charge is to review Cerro Coso's budget process and recommend changes
 - Report due by end of March
 - Mary O'Neal
 - Summarized Janet Fulk's email which outlined her objections to the last minute changes in the budget allocation model
 - All the Budget Allocation Committee members were disillusioned by the changes in the model at the end of the development process
 - Will review status of budget allocation model at the next Academic Senate Meeting
- Program Review
 - Departments have not been successful in meeting timelines for completing program reviews
 - Asked faculty to review timeline and complete program reviews
 - John Stenger-Smith is a resource for faculty doing program reviews
- Graduation Committee
 - Need volunteers for Graduation Committee, Faculty Marshall and ushers
 - Lisa will send out an email asking for volunteers
- Calendar Committee
 - Shannon Bliss will chair committee and volunteers are needed

Treasurer (Christine Swiridoff) – Still have members who have not paid their dues

Standing Committee Reports

Curriculum and Instruction (Dennis VanderWerff)

- General Education Program Review
 - Need to develop General Education Program Level Outcomes
 - Dennis, Cliff Davis and Jim Manion will work on program level outcomes

Ad Hoc Committee Reports

Student Learning Outcomes Assessment Committee (Suzie Ama)

- Reviewed handout on SLOs
- Question: Do we need a committee or can the coordinator handle this task?
 - Issue will be discussed in Department Chair meeting and recommendation reported back to Academic Senate

Announcements

- Jan Moline announced that the Student Awards Luncheon will be held on the date of the Board Meeting at Cerro Coso – May 10th

Adjourn: 1:38

ACADEMIC SENATE

March 22, 2007

Minutes

Present: Greg Kost, Christine Abbott, Suzie Ama, Rachel Winston, Cheryl Gates, Jon Tittle, Yihfen Chen, Mary Kowalski, Dennis Vanderwerff, Tom Heck, Michael Metcalf, Shannon Bliss, Janis Jamieson, Lisa Darty, Tom Foggia, Jan Moline, Bonita Robison, Matt Crow, Karen O'Connor, Dick Benson and Lisa Fuller

Call to Order: 12:33

Approval of March 8th Minutes and Agenda: Approved

Open Forum: None

Reports:

Union Report (Shannon Bliss)

- CCA Election successfully completed
- Vocational Education Chairs
 - Motion: In order to maintain the integrity of the vocational education programs, the Academic Senate recommends the reinstatement of the vocational education faculty chairs with full contract benefits. (Shannon Bliss – Seconded by Karen O'Connor)
 - Motion passes unanimously and will be sent to CCA

President

- Associate Chancellor, Human Resources Screening Committee
 - Asked for volunteer to serve as faculty representative
- College President Screening Committee Timeline
 - Committee is screening applications
- Faculty Marshall for graduation will be Jon Tittle
- Cerro Coso Mission, Vision, Values
 - Proposed changes will be considered by College Council
 - Direct comments to College Council members
- Chancellor's Request for Assistance
 - At Chancellor's Cabinet, the faculty shared their concerns over the process used in developing the new budget allocation model
 - The Chancellor and faculty have different interpretations of "consult collegially" and "rely primarily upon"
 - The Chancellor agreed to request that a team from the Community College League and Statewide Academic

Senate visit the district to assist in resolving this difference in interpretation

- A meeting will be held at Bakersfield College from 9 to noon on Friday, April 13

Standing Committees

- Curriculum and Instruction Committee
 - Cliff Davis, Corey Marvin and John Stenger-Smith will lead the General Education program review
 - Dennis VanderWerff and Suzie Ama will be primarily responsible for developing processes for assessing SLOs
 - Dennis has asked faculty chairs to update CORs for courses being offered in the summer and fall

Other Reports

- College Council
 - Staff Development Funds
 - \$10,000 available
 - Can rollover to next year
 - Goal is to provide college-wide staff development
 - Staffing Plan
 - Committee has been form to revise current plan
- TRT
 - Corey Marvin made the following recommendation: The Academic Senate believes the two highest priorities of instructional technology at this time are more hours of support at the level of front-line classified staff and a dean-level management position that would oversee and integrate the functions of IT and distance education. Neither of these positions is more important than the other; however, if funding is limited, the front-line support is more crucial to the functioning of our college. (Shannon Bliss moved the recommendation)
 - Senate unanimously approved the recommendation

New Business

Health Careers (Mary Kowalski)

- Recommendation: It is recommended that the Academic Senate approve a change in the structure of Public Service that would transition Health Careers into a separate department to be supervised by a Health Career Faculty Chair. This separate department would include the programs of vocational nursing, administrative and clinical medical assisting, and certified nurse aide/home health aide, plus, the related and integrated Health Career courses including, but not limited to, medical terminology, pharmacology, and cultural aspects of healthcare. (Moved by Rachel Winston and seconded by Mat Crow)

- Recommendation unanimously approved by the Senate and forwarded to CCA for negotiations

Business Office Careers (Karen O'Connor)

- Karen emphasized the importance of hiring a replacement for Valerie Karne's faculty position
 - No formal action was taken on recommendation

May Academic Senate Meeting

- Since the KCCD Board Meeting and Student Awards Luncheon will be held on May 10th, the Academic Senate meeting scheduled for that day was moved to Tuesday, May 8th.

Adjournment: 12:32

ACADEMIC SENATE

April 12, 2007

Minutes

Present: Dick Adams, Suzie Ama, Dick Benson, Shannon Bliss, Matt Crow, Cliff Davis, John Garcia, Jon Heaton, Tom Heck, Janis Jamison, Kim Kelly, Debby Kilburn, Michael Metcalf, Jan Moline, Karen O'Connor, Melinda Fogle Oliver, Bonita Robison, Norman Stephens, Paula Suarez, Dennis VanderWerff, and Rachel Winston

Agenda: Approved

Minutes Approved for March 22 - with change to Valerie Karnes' name

Administrative Report – Jane Harmon

- President brought revised mission and goals to College Council
- Plan to incorporate measurable outcomes to strategic plan
- Program Review
 - All sites are completing an annual unit plan
 - Staffing model will be brought to college council
- Ed Master Plan is moving forward
- Budget for '07 and '08 worksheets due to Gayle on the 20th

Union Report – Shannon Bliss

- Petition accepted - KCCD/CCD Bargaining Unit will allow part timers to be part of the union

President's Report – Lisa Fuller

- College President Screening Committee Timeline – Interviews 17th and 18th
- Technical Training – Friday, April 13th – Bakersfield at 9am
 - Calendar
 - Budget Allocation Model
- Spring 2007 Plenary Session – next week – send feedback to Lisa Fuller
- Faculty Hires for Fall 2007 – Psychology, Counseling (Temp – fall only), Business or Math (FT Temp – fall only)
 - Discussion regarding the process of selection of new faculty
 - Past practices must be written down – will revisit this
- Management Title Changes
 - Associate Chancellor of Educational Service – Vice Chancellor of Academic Affairs
 - Associate Chancellor of Human Resources – Vice Chancellor of Human Resources
 - Vice President of Student Learning – Vice President of Academic Affairs
- Nominations for AS Executive Council – next senate meeting
 - Vice President
 - Secretary
 - Treasurer

- CIC Chair – Dennis VanderWerff (2 year term)

Treasurer's Report

- No report

Standing Committee Reports

Curriculum and Instruction Council – 3 meetings left (April 20, May 4, May 11)

- Faculty chairs have been given lists of courses for revision
- Goal – all courses in fall schedule will be up to date with course outlines of record.

Program Review Committee – No Report

Equivalency Committee – Part time Anthropology approved for Eastern Sierra

Petitions Committee – Meeting next week

Honors Committee – No Report

Educational Master Plan Committee – No Report

Ad Hoc Committee Reports

Department Procedures Template – Shannon Bliss

- Department Procedures
- 12 areas defined in contract
- Committee proposed the department procedures be ratified by Academic Senate
- Safety Procedures – No educational administrator is available in the evening for all sites.

*Vote to adopt department template as a recommended model with departments having the ability to modify this guide.

Passed Unanimously

Other Reports

District Distance Education Task Force

- Funding is available for district wide training, including support for Moodle training
- Next meeting Monday

College Council

- Recommendation by Academic Senate brought to College Council
- Subcommittees are working on planning for accreditation

TRT Committee – No meeting

Student Learning Outcomes – Suzie Ama

- Attended meeting on WASC Annual Report Form

Unfinished Business

Graduation Committee

Student Speakers – list of graduates is available on the G drive

We need 2 from IWV and 1 from ESCC

*Scott Toborg – nominated by Jon Heaton

*Valerie McLaughlin – nominated by Jan Moline

*Motion to approve the purchase of medallions

Passed Unanimously

New Business – none

Announcements

Faculty Online Load open forum will be April 19th 12:30 – 1:30pm and available through ITV

ASCC Elections – Jan Moline – all students will be allowed to vote. They do not need a card this year.

Open House – Mike Metcalf – Open house today until 2

LAC – Matt Crow – Tutors needed for the LAC. Please recommend any students you feel will be qualified.

Next Meeting: Tuesday, May 8th

Adjourn: 1:37pm

ACADEMIC SENATE

April 26, 2007

Minutes

Present: Don Rosenberg, Paula Suarez, James Manion, Cheryl Gates, Dennis VanderWerff, Jon Tittle, Christine Swiridoff, Janis Jamison, Debby Kilburn, Tom Heck, Mary O'Neal, Jon Heaton, Norm Stephens, Yihfen Chen, Matt Crow, Rachel Winston, Bonita Robison, Karen O'Connor, Shannon Bliss, Larry Board, Steven Busby, Michael Metcalf, Suzie Ama and Christine Abbott

Agenda: Approved

Academic Senate By-Laws

- Dennis VanderWerff reviewed the proposed revisions
 - Article IV – Officers
 - Article VI – Executive Council
 - Article VII – Representative Council
- After discussion, it was moved by Jon Heaton and seconded by Mary O'Neal that the Academic Senate should vote on all the changes to the Bylaws, except those on the Representative Council (Article VII), at the next meeting. The motion was unanimously approved.

Student Graduation Speakers

- Lisa reported that ESCC did not nominate a student speaker.
 - It was proposed that the KRV faculty and staff nominate a student speaker. There was no objection to the proposal.
- There were four nominees for the two IWV student speakers:
 - Ashlee Bailey
 - Scott Toborg
 - Ted Higle
 - Joe Moschitti
- Scott Toborg and Ted Higle received the most votes and will be the student speakers.

Nominations for Executive Council Positions

- Nominations can be emailed to Lisa or made at next meeting
- Election will be held at the next meeting

Campus Safety Committee

- An ad hoc committee on campus safety was established
 - Bonita Robison (Chair), Shannon Bliss, Janis Jamison and John Garcia
- Committee will report its recommendations to College Council

President's Report

- Presidential Screening Committee
 - Public forums for the four final candidates will be held on May 15th

- Strategic Planning Initiative
 - Handout distributed
- College Emergency Preparedness Committee
 - Mike Metcalf will serve as Academic Senate representative
- BAM Update
 - Chancellor Serrano has agreed to implement the BAM model
 - Model will be evaluated to determine its effectiveness

Next Meeting: Tuesday, May 8th

Adjourn: 1:37pm

ACADEMIC SENATE

May 8, 2007

Minutes

Present: Rachel Winston, Cliff Davis, Jon Tittle, Bonita Robison, Paula Suarez, Dennis Vanderwerff, Tom Heck, Michael Metcalf, Tom Foggia, Lisa Darty, Debby Kilburn, Matt Crow, John Garcia, Christine Swiridoff, Larry Board, Penny Talley, Dick Benson, and Lisa Fuller

Call to Order: 12:35pm

Approval of Agenda: Approved

Approval of Minutes: April 12 and April 26 minutes approved

Classified Staff Award

- Debby Kilburn moved and Lisa Darty seconded a motion to give special recognition to the IT staff for their efforts during the year. Motion was passed unanimously.
- Nominations and voting was conducted for Classified Staff Award – Tammy Eberhardt was selected.

Elections

- Dennis reviewed proposed changes in Article IV of By-Laws. Rachel Winston moved for acceptance of proposed changes and Paula Suarez seconded the motion. Motion was approved unanimously.
- Senate Officer Nominations
 - President-Elect: Rachel Winston
 - Treasurer: No nominee
 - Secretary: Matt Crow
 - Member-at-Large: No Nominee
 - Nominees approved by acclamation
 - Call for volunteers for remaining positions. Executive Council will appoint officers.

Reports

- Union (Shannon Bliss): Encouraged faculty to read CTA newsletter
- President
 - KCCCD Board Meeting will be held on Thursday, May 10th at Cerro Coso
 - Open Forums for Presidential candidates will be held on May 15th
- Standing Committees
 - CIC (Dennis Vanderwerff)
 - May 11th meeting is last one of the year
 - Student Learning Outcomes report due to Accrediting Agency by end of May
 - General Education Program Review will begin in Fall 07

- Ad Hoc Committee
 - Safety Committee (Bonita Robison)
 - Reviewed recommendations
 - Recommendations will be forwarded to College Council
- Other Reports
 - District Distance Education Task Force
 - Issues
 - What happens when FrontPage expires

Adjournment: 1:30pm

Academic Senate
Thursday, September 13, 2007
IWV 604, MESCC 206, BESCC122, KRV 2
12:30-1:30 pm.

Agenda

Call to Order

Approval of Agenda

Approval of Minutes: May 8, 2007

Open Forum

Reports:

Administrative Report

Union Report

President's Report

Appointed Member at Large: Jon Tittle

Appointed Treasurer: Mary Peoples

College Council: 2 positions are open

Academic Senate 2007-2008 Goals

Program Review Committee Membership

Committee Membership

Late Registration Ad Hoc Committee – charged with researching and making a recommendation for late registration policy including registration during the first week of the class without instructor signature.

Treasurer's Report

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council

Program Review Committee

Equivalency Committee

Petitions Committee

Honors Committee

Educational Master Plan Committee

Ad Hoc Committee Reports

Other Reports

District Distance Education Task Force

College Council

TRT Committee

Unfinished Business

New Business

Announcements

Adjourn

Academic Senate
Thursday, September 27, 2007
IWV 604, MESCC 206, BESCC122, KRV 2
12:30-1:30 pm.

Agenda

Call to Order

Approval of Agenda

Approval of Minutes: September 13, 2007

Open Forum

Reports:

Administrative Report

Union Report

President's Report

Program Review Committee Membership

TRT Committee Membership 4 positions representing: CTE, transfer instruction, CCOOnline, iTV

District Wide Minigrants - \$5000.00 available for District Wide events

Budget Update: we have an increase of ~\$1.4million

Reading Instructor Screening Committee – need 2 faculty members on committee

Board Policy on Ethics

Treasurer's Report

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council

Program Review Committee

General Education Program Review

Equivalency Committee

Petitions Committee

Honors Committee

Strategic Plan Committee

Calendar Committee

Ad Hoc Committee Reports

Other Reports

Professional Development Committee

District Distance Education Task Force

College Council

TRT Committee

Unfinished Business

New Business

Academic Senate 2007-2008 Goals

Announcements

Fall Fair Booth – Karen O'Connor

1
Adjourn

Academic Senate
Thursday, October 25, 2007
IWV 604, MESCC 206, BESCC122, KRV 2
12:30-1:30 pm.

Agenda

Call to Order

Approval of Agenda

Approval of Minutes: Thursday, October 11, 2007

Open Forum

Reports:

Administrative Report

Union Report

President's Report

Representative Senate

Treasurer's Report

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council

Program Review Committee

General Education Program Review

General Sciences Program Review

Equivalency Committee

Petitions Committee

Honors Committee

Strategic Plan Committee

Calendar Committee

Ad Hoc Committee Reports

Other Reports

Professional Development Committee

District Distance Education Task Force

College Council

TRT Committee

Safety Committee

Unfinished Business

New Business

Presentations of Faculty Positions

Fall 2007 AS Plenary Session Resolutions

Announcements

Adjourn

Academic Senate
Thursday, November 8, 2007
IWV 604, MESCC 206, BESCC122, KRV 2
12:30-1:30 pm.

Agenda

Call to Order

Approval of Agenda

Approval of Minutes: Thursday, October 25, 2007

Open Forum

Reports:

Administrative Report

Union Report

President's Report

Hayward Nominations

Faculty Representative: CC CHDV Program Manager Screening Committee

Faculty Representative: Technology Leadership Council (district wide committee)

Treasurer's Report

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council

Program Review Committee

General Education Program Review

General Sciences Program Review

Equivalency Committee

Petitions Committee

Honors Committee

Strategic Plan Committee

Calendar Committee

Approval of 08-09 Calendar

Ad Hoc Committee Reports

Other Reports

Professional Development Committee

District Distance Education Task Force

College Council

TRT Committee

Safety Committee

Unfinished Business

New Business

Prioritization of Faculty Positions

Announcements

Adjourn

Academic Senate
Thursday, December 6, 2007
IWV 604, MESCC 206, BESCC122, KRV 2
12:30-1:30 pm.

Agenda

Call to Order

Approval of Agenda

Approval of Minutes: Thursday, November 8, 2007

Open Forum

Reports:

Administrative Report

Union Report

President's Report

2 Faculty Representatives: IT Director Screening Committee

Flex Day January 18, 2008

College HR Manager Screening Committee: has concluded process and sent forward names for second level interviews

Treasurer's Report

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council

Program Review Committee

General Education Program Review

General Sciences Program Review

Equivalency Committee

Petitions Committee

Honors Committee

Strategic Plan Committee

Calendar Committee

Ad Hoc Committee Reports

Faculty Chair Ad Hoc Committee

Other Reports

Professional Development Committee

District Distance Education Task Force

College Council

TRT Committee

Safety Committee

Unfinished Business

New Business

Announcements

Adjourn

Academic Senate
Thursday, January 31, 2008
IWV 604, MESCC 206, BESCC122, KRV 2
12:30-1:30 pm.

Agenda

Call to Order

Approval of Agenda

Approval of Minutes: Thursday, November 8, 2007
Thursday, December 6, 2007

Open Forum

Reports:

Administrative Report

Union Report

President's Report

Budget Allocation Model evaluation

Commencement Committee

Budget Development Committee – 1 faculty representative needed

Treasurer's Report

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council

Program Review Committee

Equivalency Committee

Petitions Committee

Honors Committee

Strategic Plan Committee

Calendar Committee

Pedagogy and Technology Committee

Ad Hoc Committee Reports

Faculty Chair Ad Hoc Committee

Other Reports

Professional Development Committee

District Distance Education Task Force

College Council

TRT Committee

Safety Committee

Commencement Committee

Unfinished Business

New Business

Senate Approved Grading Deadline – Shannon Bliss

Student Success and Retention – Bonita Robison

Announcements

Adjourn

Academic Senate
Thursday, February 14, 2008
IWV 604, MESCC 206, BESCC122, KRV 2
12:30-1:30 pm.

Agenda

Call to Order

Approval of Agenda

Approval of Minutes: Thursday, January 31, 2008

Open Forum

Reports:

Administrative Report

Union Report

President's Report
Participatory Governance Document

Treasurer's Report

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council

Program Review Committee

Equivalency Committee

Petitions Committee

Honors Committee

Strategic Plan Committee

Calendar Committee

Pedagogy and Technology Committee

Ad Hoc Committee Reports

Faculty Chair Ad Hoc Committee

Other Reports

Professional Development Committee

District Distance Education Task Force

College Council

TRT Committee

Safety Committee

Commencement Committee

Unfinished Business

New Business

Announcements

Adjourn

Academic Senate
Thursday, February 28, 2008
IWV 604, MESCC 206, BESCC122, KRV 2
12:30-1:30 pm.

Agenda

Call to Order

Approval of Agenda

Approval of Minutes: Thursday, February 14, 2008

Open Forum

Reports:

Administrative Report

Union Report

President's Report

Participatory Governance Document

Accreditation Report

Classified Award

Open Executive Council Positions

Faculty Chair Elections

Treasurer's Report

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council

Program Review Committee:

Human Services

Industrial Technology

Equivalency Committee

Petitions Committee

Honors Committee

Strategic Plan Committee

Calendar Committee

Pedagogy and Technology Committee

Ad Hoc Committee Reports

Other Reports

Professional Development Committee

District Distance Education Task Force

College Council

TRT Committee

Safety Committee

Commencement Committee

Unfinished Business

New Business

Announcements

Adjourn

Academic Senate
Thursday, March 13, 2008
IWV 604, MESCC 206, BESCC122, KRV 2
12:30-1:30 pm.

Agenda

Call to Order

Approval of Agenda

Approval of Minutes: Thursday, February 14, 2008 and Thursday, February 28, 2008

Open Forum

Reports:

Administrative Report

Union Report

President's Report

Classified Award

Student Speakers – list found on G drive: Folder – AnR; File - 07-08

Open Executive Council Positions

Disciplines List Revisions

Academic Calendar/Class Scheduling and Semester Length Presentation

Friday, April 4th from 10:00am-12:00pm

Treasurer's Report

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council

Program Review Committee: Human Services

Industrial Technology

Equivalency Committee

Petitions Committee

Honors Committee

Strategic Plan Committee

Calendar Committee

Pedagogy and Technology Committee

Ad Hoc Committee Reports

Other Reports

Professional Development Committee

District Distance Education Task Force

College Council

TRT Committee

Safety Committee

Commencement Committee

Unfinished Business

New Business

Announcements

Adjourn

Academic Senate
Thursday, April 10, 2008
IWV 604, MESCC 206, BESCC122, KRV 2
12:30-1:30 pm.

Agenda

Call to Order

Approval of Agenda

Approval of Minutes: Thursday, March 13, 2008

Open Forum

Reports:

Administrative Report

Union Report

President's Report

Student Speakers – list found on G drive: Folder – AnR; File - 07-08

Stacy Howell to represent South Kern

Faculty Marshall nominations

Open Executive Council Positions

Faculty Hiring Process resolution – meeting on May 1

Adjunct Faculty Commencement Regalia

Treasurer's Report

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council

Program Review Committee

Equivalency Committee

Petitions Committee

Honors Committee

Strategic Plan Committee

Calendar Committee

Pedagogy and Technology Committee

Ad Hoc Committee Reports

Other Reports

Professional Development Committee

District Distance Education Task Force

College Council

TRT Committee

Safety Committee

Commencement Committee

Unfinished Business

Liberal Arts Degree

New Business

Classified Award vote

Announcements

Adjourn

Academic Senate
Thursday, April 24, 2008
IWV 604, MESCC 206, BESCC122, KRV 2
12:30-1:30 pm.

Agenda

Call to Order

Approval of Agenda

Approval of Minutes: Thursday, April 10, 2008

Open Forum

Reports:

Administrative Report

Union Report

President's Report

Student Speakers Nominations: Stacy Howell (SoK), Sam Irving, Amy
Slatkovsky, Aaron Obenza

Faculty Marshall – still accepting nominations

Open Executive Council Positions – voting on positions will be on May 6

Adjunct Faculty Commencement Regalia

Academic Senate Fall Plenary Session Report

Treasurer's Report

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council

Program Review Committee

Equivalency Committee

Petitions Committee

Honors Committee

Strategic Plan Committee

Calendar Committee

Pedagogy and Technology Committee

Ad Hoc Committee Reports

Other Reports

Professional Development Committee

District Distance Education Task Force

College Council

TRT Committee

Safety Committee

Commencement Committee

Unfinished Business

New Business

Announcements

Next meeting will be on Tuesday, May 6 from 12:30-1:30 due to conflicts with the
Spring Award Luncheon and the KCCCD Board Meeting on Thursday, May 8.

Adjourn

Academic Senate
Tuesday, May 13, 2008
IWV 604, MESCC 206, BESCC122, KRV 2
12:30-1:30 pm.

Agenda

Call to Order

Approval of Agenda

Approval of Minutes: Thursday, April 24, 2008

Open Forum

Reports:

Administrative Report

Union Report

President's Report

Faculty Hiring Recommendations

Liberal Arts Degree

Emergency Training

Academic Senate 2007-2008 Goals

Treasurer's Report

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council

Program Review Committee

Equivalency Committee

Petitions Committee

Honors Committee

Strategic Plan Committee

Calendar Committee

Pedagogy and Technology Committee

Ad Hoc Committee Reports

Other Reports

Professional Development Committee

District Distance Education Task Force

College Council

TRT Committee

Safety Committee

Commencement Committee

Unfinished Business

New Business

Announcements

Adjourn

ACADEMIC SENATE

13 September 2007

Minutes

Present: Don Rosenberg, Kim Kelly-Swartz, Karen O'Connor, Jon Heaton, Norm Stephens, Dick Adams, Heater Ostash, Karee Hamilton, Mary Peoples, Janis Jamison, Cheryl Gates, Shannon Bliss, Jill Board, Jan Moline, Gayle Whitlock, Yifen Chen, Lucila Gonzalez-Cirre, Claudia Sellers, Mary O'Neal, John Stenger-Smith, Rachel Winston, Jon Tittle, Paula Suarez, Dennis Vanderwerff, Michael Metcalf, Tom Foggia, Debby Kilburn, Matt Crow, and Lisa Fuller

Call to Order: 12:35pm

Approval of Agenda: Approved

Approval of Minutes: 8 May minutes approved.

Open Forum: None

Reports

- Administration:
 - Jane Harmon (Interim VP Academic Affairs): Jane announced her new grandson is doing well. She reminded faculty of the 5 October Awards. Spring Schedules are due in from faculty chairs today.
 - Jill Board (VP Student Services): Two program reviews are underway, financial aid and student activities. The coordinators will be looking for faculty participation. She also acknowledged the need for a textbook review.
The VP Academic Affair screening process is underway. Announcements have been placed. Applications will close November 2, 2007. The Poly Group has been engaged to assist in finding suitable applicants.
- Union (Shannon Bliss): Shannon announced that this will be an important year for the union. Adjuncts have been included in the bargaining unit. Negotiations also open on a three year contract.
- President
 - Executive Council: Jon Tittle has accepted an appointment to fill the member at large position of Executive Council. Mary Peoples has accepted the appointment to fill the Treasurer position.
 - College Council: Heather has filled the counseling position on College Council. List requests volunteers to fill the remaining faculty position.
 - Academic Senate 2007-2008 Goals: A hard copy of the draft goals of the Academic Senate was distributed. Jon Heaton questioned whether it was necessary to define the role of Academic Senate in the adjunct evaluation process since that currently falls under the duties of faculty chairs. Lisa

invited faculty input via email suggesting revision and addition to the goals.

- Program Review Committee Membership: Lisa requested volunteers for the Program Review Committee. Members are also needed for the individual reviews.
 - TRT Committee Membership: Currently, twenty members are listed on the committee. Only four are needed, representing the areas of CTE, Transfer Instruction, CCOOnline, and iTV. Heather Ostash volunteered for Transfer. Karen O'Connor for whatever position she can fill. Lucila Gonzalez-Cirre for CCOOnline.
 - General Committee membership: The Executive Council of Academic Senate will verify currency of and continuing interest in membership in various Academic Senate committees, reporting back where volunteers are necessary.
 - Holiday Party Celebration: The Holiday Party Committee has requested that Academic Senate once again pay half the cost of the rental of the Knights of Columbus Hall. Cost will be \$125. Lisa asked for Academic Senate approval. John Stenger-Smith so moved. The motion carried without dissent.
 - Digression: A discussion ensued as to gift ideas for Martha Rogers who is still recovering from an automobile accident. Karen O'Connor was identified as the official card person since she volunteered and makes custom cards.
 - Late Registration Ad Hoc Committee: Lisa would like to form an ad hoc committee to researching and making a recommendation for late registration policy including registration during the first week of classes without instructor signature. Discussion ensued. Karen O'Connor and Jan Moline pointed out that such a committee had presented findings last academic year. Shannon Bliss questioned whether it was an enrollment management issue. Jane Harmon indicated that ending late registration before the first week of classes would require a cultural change of our institution. Heather Ostash concurred saying it would represent a fundamental shift in attitudes and expectations. Lisa will take the issue to College Council.
- Treasurer: As we have just acquired a treasurer, Mary Peoples, there is no report.
 - Standing Committees
 - CIC (Dennis Vanderwerff) Dennis reported that the CIC schedule is on the intranet. The need to update COR's is very important. Disciplines should check to make sure that none are older than five years.
 - Program Review is preceding.
 - Equivalency: will meet the following day.
 - Petitions: No report.
 - Honors: No report.

- Educational Master Plan: Review. K. O'Connor will check
- Ad Hoc Committees: As no ad hoc committees have carried over from last year, there are no committee reports.
 - Discussion ensued as to the need to incorporate the what had been last year's Ad Hoc Safety committee into the larger institutional committee. Mike Metcalf is on the committee and will keep Senate apprised of its actions and findings. Jill Board stressed the need check first aid equipment at work stations.
- Other Reports
 - District Distance Education Task Force: No Report
 - College Council: meets next week.
 - TRT
- Announcements:
 - Athletic Committee: Dick Adams announced the start of an Athletic Committee to investigate the renewal of additional sports programs and asked for volunteers to serve on the committee. Mary O'Neal and Claudia Sellers volunteered.
 - Fall fair booth: Karen O'Connor is organizing the fall fair booth again. It is an excellent opportunity to present Cerro Coso programs. Materials for distribution at the booth should be sent to Sherri Windish in the LAC. Discussion ensued regarding the possible need for an administrative fair committee.
 - Holiday Party Celebration: December 7, 2007, 7-12 pm at the Knights of Columbus Hall

Adjournment: 1:25 pm

ACADEMIC SENATE
September 27, 2007
Minutes

Present: Michael Metcalf, Janis Jamison, Debra Rundell, Jon Tittle, Shannon Bliss, Mary Peoples, Debbie Abdr, Rachel Winston, Christine Abbott, Matt Hightower, Suzie Ama, Greg Kost, Penny Talley, John Stenger-Smith, Lisa Darty, Yihfen Chen, Dean Bernsten, and Don Rosenberg

1. Meeting commenced at 12:33pm
2. Agenda and Minutes: Approved
3. Open Forum: None
4. Reports
 - a. Administrative Reports
 - i. Dr. Jane Harmon – VP Student Learning
 1. Program Review underway – General Education Program Review is particularly important
 2. Accreditation Progress Report – Has been submitted and will be on October Board Agenda
 3. Spring 08 Schedule – Department Chair input is due on Thursday
 4. Long-Term Schedule – Will be revising this semester
 5. Evaluations Taking Place – Full-time/Adjunct/Department Chairs
 6. Recycling – Asked if any group is sponsoring recycling efforts on campus
 - b. Union Report (Shannon Bliss)
 - i. Interest-based bargaining training occurring at District
 - ii. Election on October 16th
 - iii. Adjunct faculty will receive letters concerning Union representation
 - c. President's Report
 - i. TRT Committee – Need two volunteers – Janis Jamison volunteered
 - ii. District-wide Mini-Grants – Reviewed process
 - iii. Budget Update
 - iv. Reading Instructor Screening Committee
 - v. Draft Board Policy on Ethics
 1. Response to Accreditation Recommendation
 2. Faculty asked to give feedback to Lisa
 3. Will be discussed at next Academic Senate Meeting
 - d. Treasurer's Report

- i. Mary People's proposed keeping the dues at \$25.00
 - 1. Proposal unanimously approved
 - e. Standing Committees
 - i. Program Review
 - 1. General Education (Corey Marvin)
 - a. Committee met on Tuesday
 - b. Will write program student learning outcomes by October 30th
 - 2. General Sciences (John Stenger-Smith)
 - a. Gave CIC program learning outcomes and assessment information
 - b. Will complete by November 1st
 - ii. Equivalency Committee (Don Rosenberg)
 - 1. Met last week and approved two equivalencies
 - iii. Calendar Committee (Shannon Bliss)
 - 1. Reviewed District proposed calendar
 - 2. Calendar will be presented to Board at December meeting
 - f. Other Reports
 - i. Professional Development Committee (Penny Talley)
 - 1. Service Awards luncheon on October 5th
 - ii. District Distance Education Task Force (Matt Hightower)
 - 1. Banner partnered portal
 - 2. Discussed email addresses for Cerro Coso students
 - iii. College Council
 - 1. Discussed budget
 - a. All IT equipment and software will go through IT people
- 5. New Business
 - a. 2007 – 2008 Academic Senate Goals
 - i. Unanimously adopted
- 6. Announcements
 - a. Fair Booth
- 7. Adjourned: 1:28pm

ACADEMIC SENATE

11 October 2007

Minutes

Present: Norm Stephens, Dick Adams, Heater Ostash, Karee Hamilton, Mary Peoples, Janis Jamison, Cheryl Gates, Yifen Chen, Mary O'Neal, Rachel Winston, Paula Suarez, Dennis Vanderwerff, Michael Metcalf, Debby Kilburn, Bonita Robison, Debra Ernst, Debra Rundell, Suzanne Ama(via ITV), Matt Hightower(via ITV), Christine Abbott (via ITV), Greg Kost (via ITV), Matt Crow, Lisa Fuller, and Mary Retterer.

Call to Order: 12:36 pm

Approval of Agenda: Approved

Approval of Minutes: 27 September 2007 minutes approved.

Open Forum: None

Reports

- Administration: Dr. Mary Retterer (President):
 - V.P. Academic Affairs search: The search is underway. Employment of a recruiter who specializes in vice presidents has resulted in more applicants at the halfway point than the last search in its entirety. Dr. Retterer voiced the Administration's commitment to finding the right fit.
 - Facilities:
 1. The science remodel is at the top of the timeline. Funding is there. The DSA should be submitted by December. After that, if the normal process follows, it will be six months before bids are received.
 2. Artisan swing space: a different architect was used. The plan resulted in a bid that was 14% over budget. A new architect has been engaged.
 3. Repairs in Lecture Center are nearly complete. A lighting issue still needs to be resolved.
 4. The main building remodel is on the back burner. The bond for this will not be approved until later so the science remodel takes priority.
 - South Kern: The South Kern campus may be in line for additional funding. Since three buildings at the site have been dedicated permanently for classes, South Kern may qualify for state entitlement as a center. Additionally, a development group in California City is interested in attracting a CSU and could possibly also donate land for a

community college to work in coordination with. This is quite hypothetical and something that would occur over a long period of time.

- Accreditation visit: Still no official time has been set for the accreditation visit although the report has been sent. There will probably not be a lot of lead time between the notification and the visit.
 - Faculty Hires: There is a push for an early hiring process in the spring to insure a quality selection in the hiring process. Right now, requests are for 1 reading instructor, 1 math instructor, and 1 CIS instructor. There was reminder that numbers must justify hirings.
 - Sheriff's Academy. Bakersfield PD will also participate in Sheriff's Academy.
 - Spring mailing will consist of the schedule. ESCC will have a schedule separate from IWV, lessening postage. The goal is to keep spring enrollment strong and roll into positive summer. Last summer hurt growth. The goal is for real growth.
- President
 - 2008-09 Faculty Hires. Hires are due November 8th. They will be presented October 25 and voted on November 8th. Email to Lisa before.
 - Standing AS Committee: There is a need for a standing committee on the pedagogical aspects of technology. Matt Hightower will chair. Karen O'Connor, Debbie Kilburn, Shannon Bliss, and Suzie Ama have volunteered to serve.
 - Budget Development Committee: 1 faculty representative is needed. Also, Dennis Vanderwerff served in Lisa's stead at the Board of Trustees. Regarding the budget adoption, there was a concern voiced as to the \$200,000 to 300,000 the district added after the original budget proposal. There is further concern about the evaluation of the Budget Allocation Model. Lisa reiterated the belief that this is a part of the 10+1 governance of Academic Senate.
 - Lisa distributed the Fall 2007 AS Plenary Session Resolutions.
 - Treasurer: 25 percent have paid. \$375.00 in dues added to the \$222.51 balance of 28 September 2007 bring the balance to \$597.51.
 - Standing Committees
 - CIC (Dennis Vanderwerff) Dennis reported that the CIC will meet 12 October 2007. The agenda will be forthcoming. Dennis and Suzie Ama held an SLO assessment workshop. Dennis stressed that there is still a

great need to work at revising COR's. There should be no course in the schedule without a current COR.

- Program Review: Lisa Fuller presented.

General Education Program Review. This is a faculty chair group. Corey Marvin is heading it and has made assignments to disciplines. There will be an update the 13th of November.

General Science Program Review: Lisa communicated an email from John Stenger-Smith as he was at ESCC as the the progress of the General Science Program Review. John met with Dr. Harmon and Mark Behm. Some data on the G-drive can be used and John will analyze it. John reiterates the need for an Institutional Researcher to perform this and other tasks effectively. The need for an Institutional Researcher will be clearly stated in the GS Program review. The Science chair expect to circulate a draft of the review around the 22 of October. Administration , Classified, students, and counseling points of contact can expect a draft program review from the Science Chair around 25 October at 6:54:34 pm. The science portion of the program review will be completed by the end of October.

- Equivalency: approved an instructor in welding.
- Petitions: No report.
- Honors: No report.
- Educational Master Plan: Review. K. O'Connor will check
- Strategic Plan Committee: hasn't met
- Calendar Committee: ?

- Ad Hoc Committees: As no ad hoc committees have carried over from last year, there are no committee reports.
- Other Reports
 - Professional Development Committee: ?
 - District Distance Education Task Force: Has not met so no report
 - College Council: met
 - TRT: has not met. Needs a student representative.
 - Safety Committee: Mike Metcalf reported that a card lock has been added to the East Wing and Main building. A cell phone for emergencies, red in color, will be placed at the switchboard during working hours and will taken by the on duty administrator after working hours. Securing doors, now that they are automated is an issue. People should double check that doors lock after passing by as the doors will unlock in response to interior motion. Safety issues should be sent to Jon Daly, Jill Board, Dr. Retterer, and Mike.
- Unfinished business: none.
- New business: none
- Announcements:
 - Karee Hamiton announced that 17 October is College Night. She would like to have faculty support it by wearing apparel from their alma mater. Students from local high schools will attend.

- There is a now a Sunshine Club/Committee to respond to faculty illness, tragedy, and such. Karen O'Connor is the card person. Mary Peoples will participate as she is treasurer. The committee is designed to address the concern that the haphazard manner of sending sympathy and congratulatory cards may have unfairly ignored some. Any news of needs can be sent to Karen and Mary.

Adjournment: 1:30 pm

ACADEMIC SENATE

8 November 2007

Minutes

Present: John Stenger-Smith, Dennis Vanderwerff, Mary Peoples, Lucile Gonzalez-Cirre, Dick Adams, Debra Rundell, Dick Benson, Matt Hightower (via ITV), Joe Slovacek(via ITV), Suzie Ama (via ITV), Greg Kost (via ITV), Deborah Ernst, Karen O'Connor, James O'Connor, Cheryl Gates, Shannon Bliss, Daniel Johnson, Yihfen Chen, Penny Talley, Don Rosenberg, Mary O'Neal, Claudia Sellers, Larry Board, Valerie Karnes, Paula Suarez, Heather Ostash, Karee Hamilton, Dean Bernsten, Jon Tittle

Call to Order: 12:32 pm

In the absence of Lisa Fuller and Rachel Winston, Dennis Vanderwerff presided.

Approval of Agenda: Approved

Approval of Minutes: 25 October 2007 minutes approved.

Open Forum: None

Reports

- Administration: Valerie Karnes (Dean of Career Technical Education): There
 - CTE participated in the articulation meeting with Sierra Sands District.
 - The District IT position has been appointed and is out to hire.
 - There will be a meeting with people in the field including those from UC Berkeley for training of instructors in the Wind Technology program as we move closer to establishing the Wind Technology major which goes to CIC for approval this week. Larry Board will participate in the training as well as possible others.
 - There is a scheduled visit of CTE students to the FPL Solar Thermal site in Kramer Junction.
 - Jennifer Schwerin has been approved as Job Development Specialist. She will work in placement of students, both current and graduates.

- Union:
 - Matt Crow reported that a TSA on early retirement resulted from the last negotiating session.
 - Mary O'Neal is partnered with an administrator to determine language and concerns for the areas of the contract concerning duties and responsibilities of Faculty Chairs. She desires to work closely with the Academic Senate on this. With Lisa's approval, she is requesting volunteers for an ad hoc committee to do this. She will chair. Paula

Suarez, Claudia Sellers, Corey Marvin, and Cheryl Gates volunteer to serve.

- Shannon Bliss reminded faculty that they have a right to union representation in any meeting that they feel can result in disciplinary action and can end a meeting if they need to obtain representation. Dick Benson offered to provide information on this, an employees Weingarten rights.

- President: Dennis Vanderwerff in Lisa Fuller's absence.
 - Hayward nominations: It was unclear what was to be presented here. Mary O'Neal suggested faculty visit the State Academic Senate website for full information.
 - A faculty representative is needed for CC CHDV Program Manager Screening Committee. Mary Peoples volunteered.
 - A faculty representative is needed for the Technology Leadership Council (a district-wide committee). Karen O'Connor volunteered.

- Treasurer: Mary Peoples presented the following report: 50% of faculty have paid dues. Our balance is now \$847.51.

- Standing Committees
 - CIC (Dennis Vanderwerff) Dennis thanked those who have worked so hard to update COR's so far and offered special kudos to Karen O'Connor who runs curriculum parties and a COR mill at her house on weekends..
 - Program Review:
 - General Education Program Review: Corey Marvin reported that the committee is proceeding and has established a draft of proposed SLO's but will want approval from the entire Senate. Corey will send out the draft by email for faculty comment. A directive has come out from the Chancellor that General Education degrees do not comply with Title V as they lack sufficient depth of study for a degree. The directive will take effect 12 February 2008. Discussion involving this will take place at Faculty Chairs Meeting. ○

 - General Science Program Review: John Stenger-Smith reported that the draft of the report is out for comment.
 - Equivalency: Don Rosenberg reported that the committee will meet soon.t.
 - Petitions: Jon Tittle reported that the committee met.
 - Honors: No report.
 - Strategic Plan Committee: No report.
 - Calendar Committee: Shannon Bliss presented the final draft calendar. It includes a twelve week summer session that begins 26 May but a spring break that differs from the other two colleges since it coincides with Sierra Sands District. She had attempted to contact school districts in Kern River

Valley, Bishop, and Mammoth with little success. Bishop has not set their calendar. Kern River and Mammoth did not respond. Discussion ensued as to whether the 26 May date conflicted with the end of the Sierra Sands school year. While the college will be open from 26 May on, four and eight week classes do not necessarily have to begin. Faculty Chairs still have input into class start and end dates. Mary Peoples moved to approve the calendar. Motion passed viva voce.

- Ad Hoc Committees: No reports.
- Announcements(out of order) Don Rosenberg announced that Jon Heaton is seriously ill and is going to Cedar-Sinai for surgery to remove blood clots in his legs. The entire senate expressed sympathy. Karen O'Connor will prepare a card. Flowers were deemed inappropriate at this time as he will probably be in ICU.
- Old Business: None.

- New business:
 - An election was held to prioritize the recommended new hires. Jon Tittle and Matt Crow conducted the ballot. Results will be sent out by email as the other campuses have until 1:30 pm to submit ballots by fax.

Adjournment: 1:09 pm

ACADEMIC SENATE

6 December 2007

Minutes

Present: Dennis Vanderwerff, Mary Peoples, Lucile Gonzalez-Cirre, Debra Rundell, Cheryl Gates, Shannon Bliss, Yihfen Chen, Paula Suarez, Karee Hamilton, Jon Tittle Tom Foggia, Debbie Kilburn

Call to Order: 12:40 pm

In the absence of Lisa Fuller Rachel Winston presided.

Approval of Agenda: Approved

Approval of Minutes: 8 November 2007 postponed.

Open Forum: A representative of the United Way of Indian Wells Valley, Wen Houtkooper presented information on how the non-profits of IWV could benefit or students. She distributed brochures.

Reports

Administration: Jane Harmon (Interim VP of Academic Affairs: Jane reported that faculty chairs have been busy with Fall 08 schedule and longterm schedule planning in general. Cerro Coso Community College will be hiring for one position, BC will hire 7, PC will hire 1.

- Union:
 - Matt Crow reported that negotiations are progressing and issues of upcoming importance are a consideration of comparable district for the salary schedule and managements desire to consider benefit cap. He reminded faculty to pay attention to the negotiations update that Christopher Piersol, chief negotiator, sends out.

- President: Rachel Winston in Lisa Fuller's absence.
 - IT Director Screening Committee: Two faculty representatives are needed Shannon Bliss, Dennis Vanderwerff, and Debbie Kilburn volunteered.
 - Flex Day, 18 January 2008: Discussion ensued as to plans. Dr. Retterer could provide an update on the budget as more information will be available. Breakout sessions could be organized on best practices. Rachel will send out a call for topics.

- Treasurer: Mary Peoples presented the following report: Paid dues is 997.51. 125.00 has been expended for the Christmas Party Fund. Dues are still needed, people.

- Standing Committees
 - CIC (Dennis Vanderwerff) There will be email 7 December 2007. Dennis thanked those involved for there tremendous effort in working to define assessment procedures.
 - Program Review:
 - General Education Program Review: No report
 - General Science Program Review: No report.
 - Equivalency: No report
 - Petitions: No report
 - Honors: No report.
 - Strategic Plan Committee: No report.
 - Calendar Committee: No report
- Ad Hoc Committees:
 - Faculty Chair Ad Hoc Committee: Paula Sourez reported that the committee has met
- Other Reports:
 - Professional Development Committee: No report
 - District Distance Education Task Force: No report
 - College Council: will meet
 - TRT Committee: No report.
 - Safety Committee: No report
- Unfinished Business: None.
- New business: None
- Announcements: No official word has come out from the accreditation committee but some good things were mentioned. The written report should come out in the new year. A reminder was made of the holiday party. Faculty were also reminded to attend the drama programs Laramie Project.

Adjournment: 1:04 pm

ACADEMIC SENATE
MINUTES
DECEMBER 7, 2007

Present: Dennis Vanderwerff, Rachel Winston, Shannon Bliss, Jan Moline, Jon Heaton, Heather Ostash, Paula Suarez, Mary Peoples, Jon Tittle, Yih-Fen Chen, Penny Talley, Lisa Darty, Loren Sandvik, Bonita Robison, Karen O'Connor, Michael Metcalf, Anne Benvenuti, Don Rosenberg, Dick Benson, Matthew Crow, Christine Abbott, Greg Kost and Matt Hightower

1. Call to Order – Rachel Winston presiding
2. Approval of Agenda – Agenda was approved
3. Approval of October 12, October 26 and November 9 Minutes – Minutes were approved
4. Voting for New Faculty Positions – Dennis explained voting procedure and amended rules to allow faculty members at sites to email their votes
5. Open Forum – No presentations
6. Reports
 - President's Report
 - i. Presidential Search Committee – Timeline has been set for committee. Ad will be in Chronicle on January 12th. Deadline for phase 1 applicants is March 8th. Interviews will be held in April.
 - ii. Vice Presidential Search Committee – Will create timeline so that presidential selectee can play some role in selection process.
 - iii. 2007 – 2008 Academic Calendar – The Chancellor's Cabinet did not approved the calendar submitted by the Cerro Coso Academic Senate because it contained two holidays not in the Bakersfield and Porterville calendars. Lisa Fuller will make a presentation to the Board about the calendar and what group has the responsibility for proposing the calendar.
 - Treasurer's Report – 69% of the faculty have paid their Academic Senate dues.
 - Adjunct Faculty Hiring Committee – Jon Tittle reported that advertisements have been placed in local newspapers for adjunct faculty members in teaching areas where there are needs for spring instructors. The proposed hiring process will be used for these hires and the department chairs will evaluate how well it works. If changes are necessary, the department chairs will make recommendations to the Academic Senate.
 - College Council (Shannon Bliss)

- i. The Council is considering reinstating two athletic teams – men’s basketball and women’s softball or volleyball.
- ii. Chancellor Serrano has asked the Council to create a vision statement for Cerro Coso
- iii. A subcommittee has been created to redefine the purpose and function of the TRT shared governance committee.

7. Announcements

- The Christmas Party is Friday evening
- Flex Day will be January 19, 2007. Chris Addington will make a presentation about construction projects.
- The play is this weekend
- Results of Faculty Hiring Vote (Dennis)
 1. Counseling
 2. Psychology
 3. Anthropology
 4. Business
 5. Philosophy
 6. Child Development

8. The meeting was adjourned at 1:05pm

ACADEMIC SENATE
31 January 2008
Minutes

Present: Lisa Darty, Larry Board, Dennis Vanderwerff, Lucila Gonzales-Cirre, Jan Moline, Shannon Bliss, Robert Villacana (ASCC President), John Stenger-Smith, Rachel Winston, Deborah Ernst, Mary Peoples, Michael Metcalf, Penney Talley, Yihfen Chen, Dean Bernsten, and Suzie Ama(via ITV at Mammoth)

Call to Order: 12:31 pm

Lisa Fuller presided.

Approval of Agenda: Agenda was modified by Lisa, moving two items of new business to the President's report and striking the District Code of Ethics. Agenda was approved as modified.

Approval of Minutes: 8 November 2007 and 6 December 2007 minutes were approved.

Open Forum: No one desired to address the body

Reports

- Administration: No Report
- Union:
 - Matt Crow reported that negotiations are progressing and issues of importance is the evaluation and rehire rights of adjunct faculty. Shannon Bliss also dealt with the importance of Academic Senate's input into establishing timelines for grade submission whether or not that is addressed in the current negotiations. Currently the issue has been parking lotted.

- President: Lisa Fuller
 - Budget Allocation Model evaluation: Lisa reported that the process of evaluation has begun although it is two months overdue.
 - Commencement Committee: Two faculty members are needed to represent senate on the committee. Lisa appointed Penny Talley and Norm Stephens.
 - Budget Development Committee: One faculty representative is needed. As no volunteer was forthcoming, Lisa requested anyone interested email her. She would continue to seek volunteers.
 - Student Success and Retention: Lisa deferred the until Bonita Robison was in attendance.
 - Senate Approved Grading Deadline: Shannon Bliss addressed this during the Union Report above.

- Treasurer: Mary Peoples offered no report as the amount in the treasury is unchanged. Faculty members still need to pay dues.
- Standing Committees
 - CIC (Dennis Vanderwerff): The agenda for tomorrow's meeting will be sent on immediately after the Academic Senate meeting. Dennis reported that there has been modest success in meeting the schedule of course revision that was published last year. Dennis plans to remain CIC chair for another two years seeing no one else has shown interest in taking the position. In future, he would like to streamline the process. He envisions a CIC that notifies faculty of needed updates to COR's and that the extensive process that exists now will apply on to those courses in need of major revision and new courses. Before that can happen, those courses in need of revision need to be brought up to date.
 - Program Review: Dennis Vanderwerff reported that the General Science Program review is under way. Work is in progress on establishing a 2+2 Engineering Program with CSUF. John Stenger-Smith added that he is proceeding carefully with this since it is so important but it offers great potential to the college since the base loses employees who move on in order to complete degrees. Larry Board commended Dennis on all his work on CIC and pointed to the great energy present on the campus and the new programs like the Alternative Energy Program. Dennis added that he was enthusiastic about the direction of the college and the empowerment of the faculty and that his impression of the new Vice President of Academic Affairs, Dr. James Fay, bodes well for the future since Dr. Fay seems to be a facilitator who empowers faculty. John Stenger-Smith added that the General Science Program Review is complete and has been submitted to Administration and students for input. He does not foresee much more to be done.
 - Equivalency: John Stenger-Smith reported that three or four files were under review.
 - Petitions: Has not met.
 - Honors: John Stenger-Smith has several students under consideration for the Honors Program..
 - Strategic Plan Committee: No report.
 - Calendar Committee: Shannon Bliss reported that the committee will visit the calendar this spring. Lisa added that the committee hopes to develop a more long range calendar.
 - Pedagogy and Technology Committee: Suzie Ama reported for Matt Hightower. After an extensive survey and discussion, the committee issues the following recommendations for the college:

- Adopts Moodle as its standard, supported course management system
- Uses the College's Moodle course management system as the first point of entry into all online courses offered by the College (*recommend implementation by CC Online Staff by Spring 09*)
- Continues to provide for static web content hosting on its FrontPage servers (or finds a suitable substitute)
- Provides training opportunities for current online support staff to support the Moodle environment (*recommend inclusion in CC Online Unit Plan to implement by Fall 08*)
- Creates training materials and/or classes for new Moodle instructors, for instructors that are currently teaching their first Moodle class, and for instructors that have taught with Moodle previously (*recommend implementation by appropriate faculty and staff by Spring 09*)
- Creates a standard, consistent, minimum template for Moodle use that includes easy access to content hosted elsewhere and includes several approved themes (*recommend implementation by Pedagogy and Technology Committee with input from appropriate faculty and staff by Fall 08*)
- Creates a template letter for online instructors to send to students prior to the first week of class welcoming them to the class and instructing them of the login process, etc. (*recommend implementation by Pedagogy and Technology Committee by Spring 08*)

Lisa Darty asked if there would be a staff member responsible for adding faculty with Moodle problems. She pointed out that currently no staff member has the same familiarity with Moodle as those with FrontPage and while she commended Suzie Ama and Debbie Kilburn for the support that they had provided, another solution was needed. Shannon Bliss informed her that that was the purpose of the fourth recommendation.

The recommendations of the committee were forwarded to College Council without objection.

- Ad Hoc Committees:
 - Faculty Chair Ad Hoc Committee: No reports
- Other Reports:
 - Professional Development Committee: Has not met.
 - District Distance Education Task Force: Has not met.
 - College Council: will meet after Academic Senate.
 - TRT Committee: Has not met.
 - Safety Committee: Has not met.
 - Commencement Committee: Has not met. Penny Talley was informed that she is on the committee.

- Unfinished Business: None.
- New business: None
- Announcements:
 - John Stenger-Smith reported that Alex Shanta has suffered a recurrence of cancer and is very ill. The Sunshine Committee was directed to respond with a card. John Stenger-Smith will provide those interested with Alex's personal email as he can view them. Lisa indicated that no flowers should be sent since his immune system is currently compromised.
 - Jan Moline presented the busy spring calendar of ASCC this semester.

CALENDAR OF EVENTS

- 01/24/08 Thursday Pool Table Delivered IWV Student Center
- 01/30/08 Wednesday Rush Daze IWV Student Center, LRC Lawn & Foyer, 12:30 – 1:30 pm
- 01/31/08 Thursday Rush Daze IWV Student Center, LRC Lawn & Foyer 12:30 – 1:30 pm
- 02/08/08 Friday Comedian Eric Blake (Diversity Speaker/African American Issues) IWV Rm 250 or 206 7:00 – 9:00 pm
- 02/22/08 Friday Forensic Forum IWV Student Center, Rooms 206, 246, 250 12:30 – 4:00 pm
- 03/07/08 Friday Comedian Mariano Rodriguez (Diversity Speaker/Hispanic Issues) IWV Rm 250 or 206 7:00 – 9:00 pm
- 03/21/08 Tuesday Leadership Institute IWV Student Center, Rooms 206, 246, 250 12:30 – 4:00 pm
- 04/04/08 Friday Guitarist Brianna Lane (Diversity Speaker/GLBT Issues) IWV Rm 250 or 206 7:00 – 9:00 pm
- 04/22/08 Tuesday EARTH DAY IWV Student Center, Lecture Center Rooms TBA 8:00 am – 4:00 pm
- 05/08/08 Thursday ASCC Student Awards Luncheon IWV Student Center TBA

Adjournment: 1:10 pm

ACADEMIC SENATE
14 February 2008
Minutes

Present: Shannon Bliss, Paula Suarez, Karee Hamilton, Jon Tittle, Rachel Winston, Michael Metcalf, Tom Foggia, Lisa Darty, Heather Ostash, Steven Busby, Dean Bernstein, Mary O'Neal, Matthew Crow, Mary Peoples, Bonita Robison, Jill Board, Debra Ernst. Penny Talley, Yifen Chen, Lisa Fuller

Call to Order: 12:31 pm

Lisa Fuller presided.

Approval of Agenda: Agenda was approved.

Approval of Minutes: 31 January 2008 minutes were approved.

Open Forum: No one desired to address the body

Reports

- Administration:
 - Dr. James Fay, VP of Academic Affairs: Dr. Fay reported that work is continuing on Long term schedules. The Engineering program has an final MOU in negotiation. Alternative Energy is moving ahead. Administration has met with the architect on building plans.
 - Jill Board, VP of Student Services: Jill reported that Commencement committee met and delegated tasks. She also asked the senate's opinion on late registration. Should classes zero out on the first day of classes? The consensus was that zeroing out should not occur until the first day of the second week. BC and PC will use another term than late registration, so there's a need to reword the schedule. There is research into an automated waiting list. There was discussion in senate about dropping students with then equivalent of two weeks of absence. There was a concern about wording. An ad hoc committee of Mary Peoples, Heather Ostash, and Shannon Bliss was formed to look into it.
- Union:
 - Matt Crow reported that IBB has requested input on rehire rights of adjunct faculty. There will be a forum on 19 February 2008 to gather information to report back to IBB. Shannon Bliss discussed the upcoming elections the 22nd and 23rd of April. The deadline to become a member eligible to vote in the election is 31 March 2008. New members will receive a free mug.
- President: Lisa Fuller
 - Participatory Governance Document: Lisa distributed copies of the document. Feedback should go to Jill, Lisa, or Cori Ratliff.

- Accreditation: CC has been removed from warning. BC will still have a visit. PC continued on warning. Mary O’Neal asked why BC sent out a more detailed recommendation report. Jill Board hypothesized that we get the same, but the BC President was the only one to send it out.
- Treasurer: Mary Peoples reported that there is 950.00 in the account. 38 members have paid. 13 have not.
- Standing Committees
 - CIC (Yifen Chen reporting): Yifen reported that CIC is creating a new process to streamline curriculum review and identify those courses that need approval with the overall goal of making the process as painless as possible..
 - Program Review: No report.
 - Equivalency: Jon Tittle reported that no action has taken place but two more files were being reviewed.
 - Petitions: Has not met.
 - Honors: Has met. There are 18 honors students with 4 more pending. There was some discussion of online honors but it is not ongoing. Scholarships are out and all faculty are encouraged to recommend students.
 - Strategic Plan Committee: Has not met.
 - Calendar Committee: Shannon Bliss reported that the committee must start this semester..
 - Pedagogy and Technology Committee: Has not met.
- Ad Hoc Committees:
 - Faculty Chair Ad Hoc Committee: Mary O’Neal reported that the committee met once, fulfilled its role, and has dissolved.
- Other Reports:
 - Professional Development Committee: No report.
 - District Distance Education Task Force: No report.
 - College Council: Lisa Fuller reported that Rep. Kevin McCarthy visited meeting. Students also voiced concerns about textbook costs and desired the exploration of online texts and textbook rentals.
 - TRT Committee: No report.
 - Safety Committee: Mike Metcalf reported that the committee has met. There was discussion of lights on campus and the need of faculty on campus on weekends to schedule alarm training. Jill reminded faculty that alarms are armed on weekends. Discussion ensued as to the need for a clear procedure. Shannon Bliss will calendar with College Council.

- Commencement Committee: Penny Talley requested help. We need an speaker from South Kern with bio and background in electronic format. Volunteers : Matt Crow and Larry Board to assist graduates down ramp. Deborah Ernst. Ushers: Heather Ostash, Kim Kelly, Shannon Bliss. Nominations for Grand Marshall: Lisa nominated Steve Busby. Shannon nominated Alexis Shlanta but concerns were voiced about health issues.
- Unfinished Business: None.
- New business: None
- Announcements:
 - February 28 is parents' night at Burroughs High School. Assessments will be done at high schools. There's the possibility of a Saturday Admissions day after the schedule comes out and the deferment of fees for high school seniors.

Adjournment: 1:17 pm

ACADEMIC SENATE
28 February 2008
Minutes

Present: Paula Sourez, Tom Heck, Debra Rundell, Dean Bernsten, Norm Stephens, Kim Schwartz nee Kelly, Mary Peoples, Lisa Darty, Lisa Fuller, Matthew Crow, Matt Hightower (ESCC via ITV), Joe Slovacek (ESCC via ITV), Dennis Vanderwerff, Cheryl Gates, Mike Metcalf, Steven Busby, Jon Tittle, Mary O'Neal, Shannon Bliss, Rachel Winston.

Call to Order: 12:33 pm

Lisa Fuller presided.

Approval of Agenda: Agenda was approved.

Approval of Minutes: Absent minutes due to the secretary's failure to provide them approval of the minutes is postponed until the next meeting.

Open Forum: No one desired to address the body

Reports

- Administration: No report
- Union:
 - Shannon Bliss reported that membership forms are available. SISC will start a wellness program and has reached its desired reserve. There is an election coming. Mary O'Neal reported that there is a possible merger between CCA and AFT.
- President: Lisa Fuller
 - Participatory Governance Document: Lisa reminded that feedback is still needed. Feedback should go to Jill, Lisa, or Cori Ratliff. March 20 is the approval date.
 - Accreditation: CC is no longer on warning. We are only one of 2 taken off warning of the ten who were on warning.
 - Classified Awards: Academic Senate needs to start thinking about this. Nominees offered were Candy Caine, Rudy Solidarios, Sherri Windish, Deems Morrione.
 - Open Executive Council Positions: All except President and CIC are open.
 - Faculty Chair Elections need to be held.
 - Late Grade Submission Policy: Lisa formed an ad hoc committee. Matt Crow will chair. Lisa Darty, Jon Tittle will serve. Matt will also try to recruit Heather Ostash.
- Treasurer: Mary Peoples reported that there is 997.51 in the account. This is a 75% contribution rate.
- Standing Committees
 - CIC (Yifen Chen reporting): Will met tomorrow. The agenda is huge. One item of discussion is the Liberal Arts degree.

- Program Review:
 - Industrial Technology: Larry Board presented a proposal for a ITT program. The program needs to recruit a math person. Paula Suarez and Valerie Karnes reiterated the need for this committee. Mary O’Neal suggested that this program could also participate in the state apprenticeship program. Cheryl Gates suggested a wording change to clear up emphasis: (Change “Select 12 units from the following courses” to “Select one of the following areas of emphasis and complete 12 units in that area.”)
 - Human Services: Debra Rundell a broad overview of the program and identified how it will fill specific needs of our communities. 17 agencies will hire certificated human service workers. She can organize 2 advisory boards in ESCC and KRV. An advisory board in IWV will follow. Our area shows higher job growth in this area than any other in the nation.
- Equivalency: No report.
- Petitions: No report.
- Honors: No report.
- Strategic Plan Committee: No report.
- Calendar Committee: Shannon Bliss and Lucilla will represent CC.
- Pedagogy and Technology Committee: Will meet next Thursday.
- Ad Hoc Committees: None
- Other Reports:
 - Professional Development Committee: No report.
 - District Distance Education Task Force: No report.
 - College Council: College Council has charged Safety Committee with matters concerning the alarm and phone.
 - TRT Committee: No report
 - Safety Committee: No report.
 - TRT Committee: No report
 - Commencement Committee: Norm Stephens reported that Senate may need to fund academic regalia supplies this semester
- Unfinished Business: None.
- New business: None
- Announcements:
 - We need a screening committee to hire for a Reading and Basic Writing position. Shannon Bliss questioned Academic Senates role in this considering the history of the last hiring recommendations. Lisa reiterated that the senate does not have final say in hiring. Executive Committee is charged with a resolution stating the opinion of the senate.

Adjournment: 1:16 pm

ACADEMIC SENATE

10 April 2008

Minutes

Present: Dean Bersten, John Stenger-Smith, Tom Heck, Mary Peoples, Debbie Rundell, Janis Jamison, Mary O'Neal, Rachel Winston, Dennis Vanderwerff, Yifen Chen, Jon Tittle, Shannon Bliss, Lisa Fuller, Matt Crow, Joe Slovacek (ITV connection to ESCC), Suzie Ama (ITV connection to ESCC)

Call to Order: 12:33 pm

Lisa Fuller presided.

Approval of Agenda: Agenda was approved.

Approval of Minutes: Minutes from 13 March 2008 were approved after "no one desired to address the body" was changed to "no one addressed the senate" at the request of Shannon Bliss.

Open Forum: No one addressed the senate.

Reports

- Administration: No report.
- Union: Shannon Bliss reported that there are 8 new members. She also offered a reminder that elections will take place on 22 and 23 of April, not the date previously noted. Matt Crow reported that negotiations are ongoing and a contract may not be modified this year. The major issue is the District's desire to consider benefits as a part of total compensation.
- President: Lisa Fuller
 - Student Speakers: John Stenger-Smith again nominated Sam Irving. Janis Jamison nominated Amy Slatkovsky.
 - Faculty Marshall nominations: none.
 - Adjunct Faculty Commencement Regalia: Questions were raised as to who funds commencement regalia for the Adjunct Faculty. Dr. Fay reported that it is not in the budget.
 - Faculty Hiring Process Resolution: Academic Senate Executive Council will meet with Chancellor Sandra Serrano to clarify the process.
 - Open Executive Council Positions: Kim Kelly is interested in Faculty Member at Large. All except President and CIC are open.
 - New Math Hiring Committee: Dean Bernsten will chair. Cliff Davis, Yifen Chen, Matt Crow, and Rachel Winston volunteered to serve.
 - There will be a district-wide Basic Skills meeting May 9 and 10.

- Treasurer: Mary Peoples reported that there is 1050.12. The Sunshine Committee get an appropriate remembrance for Steve Busby's mother who passed away. Mary Peoples will look into whether Honors medallions are needed.
- Standing Committees
 - CIC: Dennis Vanderwerff reported that there are three more meetings this semester. The first will be 11 April 2008.
 - Program Review:
 - General Sciences is through final revision at CIC. John Stenger-Smith will bring it forward at the 24 April 2008 Academic Senate meeting. The supply budget has been justified. It requests a lab manager and a T.A. for astronomy. The introduction of the 2+2 Mechanical and Electrical Engineering degree in conjunction with CSU Fresno will result in a complete revamping of the General Science program. A tentative long term schedule has been established and already a clear need can be seen for an institutional researcher and additional math faculty.
 - Equivalency: No report.
 - Petitions: No report.
 - Honors: Is creating an Honors Stats section..
 - Strategic Plan Committee: Have not met.
 - Calendar Committee: Shannon Bliss reported on the workshop on April 4th 2008. The workshop argued that short term classes improve learning. Matt Crow added that his interpretation was that while the speakers implied that short term classes improved learning, they claimed only that short term classes did not harm learning. The meeting does point to the possibility of the District moving to an intercession which many think is the Chancellor's goal.
- Pedagogy and Technology Committee: A question arose about iTunes University. Dr. Fay will look into this.
- Ad Hoc Committees: None.
- Other Reports:
 - Professional Development Committee: No report.
 - District Distance Education Task Force: iTunes University will be researched.
 - College Council: Will meet next week.
 - TRT Committee: Has met. Two hires, including Dylan Mettina as Director of Information Technology, Distance Education, and Learning Support Services. Jon Tittle asked what the effect would be on the current online director and in general what the director's role would be.
 - Safety Committee: Has not met.
 - Commencement Committee: No report.
- Unfinished Business:

- Liberal Arts Degree: There was a late revision to the report. It will be sent out via email including the History 132 Honors class. Seconded by Mary People, the Liberal Arts Degree was approved with the revisions.
- New business: Classified award vote: Dennis Vanderwerff conducted the balloting. A winner was determined.
- Announcements:
 - Online labs

Adjournment: 1:21 pm

Academic Senate
24 April 2008
IWV 604, MESCC 206, BESCC122, KRV 2
12:30-1:30 pm.

Minutes

Members Attending:

Call to Order: 12:34

Approval of Agenda: approved

Approval of Minutes: Thursday, April 10, 2008. Minutes approved.

Open Forum: No one addressed the Academic Senate.

Reports:

- Administrative Report: Dr. James Fay reported that Cerro Coso College is working at refurbishing the relationship China Lake NAWC encouraging the base to see us as a source of education for the base employees and their dependents. There is a possibility that dependents may qualify for GI Bill funding which would encourage enrollment.
- Union Report: Dennis Vanderwerff reported that the CCA election had been held and that the results would be reported at the next meeting.
- President's Report:
 - Student Speakers Nominations: Stacy Howell (SoK), Sam Irving, Amy Slatkovsky, Aaron Obenza. An election for the IWV student speakers was held by secret ballot. Results were tallied by Shannon Bliss and Rachel Winston. Aaron Obenza and Sam Irving were selected.
 - Faculty Marshall—still accepting nominations. Discussion ensued as to process of selection and how it has been run and whether adjunct faculty can serve. The Academic Senate Executive council will discuss this issue. Norm Stephens nominated Rachel Winston, seconded by Dean Bernsten. Matt Crow nominated Don Rosenberg, seconded by Dick Benson.
 - Open Executive Council Positions—voting on positions will be on May 6. This meeting may have to be rescheduled due to conflicts with Student Awards.
 - Adjunct Faculty Commencement Regalia: Academic Senate did fund Adjunct Faculty last year. Academic Senate only purchases it for adjunct faculty marching for the first time. Cost this year will be approximately 100.00. Lisa asked that the Academic Senate approve funding this year as well. Approved viva voce. Mary Peoples will contact Tammy Eberhardt.
 - Academic Senate Fall Plenary Session Report: Resolutions were not yet available. Lisa reported that a major issue to be dealt with

in the fall semester will be how A.A. and A.S. degrees are offered.

- Treasurer's Report: Mary Peoples reported that \$ 979.46 is in the treasury. \$70.60 was spent on flowers for Steve Busby's mother. Mary contacted the correct people about honors medallions for graduation and has arranged for a additional plaque for the classified staff award.
- Standing Committee Reports (only for those that have a report)
 - Curriculum and Instruction Council: Dennis Vanderwerff reported that the committee will meet Friday 25 April 2008. The last meeting will be 9 May 2008.
 - Program Review Committee:
General Sciences Program Review: John Stenger-Smith made a PowerPoint presentation of the review. Lisa sent out the review as a document.
 - Equivalency Committee: met informally. Candidates are being reviewed.
 - Petitions Committee: No report
 - Honors Committee: No Report
 - Strategic Plan Committee: No Report
 - Calendar Committee: No Report
 - Pedagogy and Technology Committee: Met last week. The Distance Education Addendum will go back to CIC. The contract for online courses will be reviewed.
- Ad Hoc Committee Reports: At the present time there are no ad hoc committees.
- Other Reports
 - Professional Development Committee: Karen O'Connor reported a successful session of Groove training today. A series of workshops and focus groups on the Luminus portal also occurred.
 - District Distance Education Task Force: No report.
 - College Council: College Council met but lacked quorum.
 - TRT Committee: Met without a chair. The new IT Director has been invited to meet with them when he visits prior to his job start.
 - Safety Committee: Originally offered no report, but a discussion ensued during announcements that best fits under safety committee. Discussion ensued regarding the incident involving a person on campus with a firearm and what it revealed about the college's preparedness to deal with emergency. Following the incident, the police met with members of the administration, not with the safety committee. Questions about the availability of the Emergency Plan were raised. Mike Metcalf stated that departments have copies, but that the plan needs to be revised. He also reminded faculty that the red phone number is 760.382.1378. That phone is with an administrator

anytime that the switchboard is closed. It was revealed that a district and college emergency plan is being developed but has yet to be implemented. Why Steve Busby is not on the Safety Committee was questioned. Jan Moline moved that “The Academic Senate request that Administration provide an immediate emergency plan to serve until the college and district plan is in place.” The resolution was seconded by Karen O’Connor and passed viva voce.

- Commencement Committee: Norm Stephens said that graduation preparations are running smoothly.

- Unfinished Business: None
- New Business: None.
- Announcements: The next meeting was to be on Tuesday, May 6 from 12:30-1:30 due to conflicts with the Spring Award Luncheon and the KCCD Board Meeting on Thursday, May 8 but that date still has conflicts.

Adjournment: 1:35pm

Academic Senate
Thursday, April 9, 2009
IWV 604, MESCC 206, BESCC122, KRV 2
12:30-1:30 pm

Agenda

Call to Order

Approval of Agenda

Approval of Minutes: Thursday, March 19, 2009

Open Forum

Reports:

Administrative Report
LAC Coverage

Union Report

President's Report

Faculty Marshall Selection
Election of new Academic Senate Officers
Department Chair Elections
Department Chair Recommendation for Nursing
Distinguished Alumni Speaker, Student Speakers
Proposed Change: That all classes, faculty applications, min quals, and equivalency determinations in the ENGR Discipline be under the Science Department.

Treasurer's Report

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council
Program Review Committee
Equivalency Committee
Petitions Committee

Honors Committee
Strategic Plan Committee
Calendar Committee
Pedagogy and Technology Committee

Ad Hoc Committee Reports

Ad Hoc Diversity Committee –Report
Winter Intersession Planning – Chair needed

Other Reports

Basic Skills Committee
Professional Development Committee
District Distance Education Task Force
College Council–April 16, 2009, May 14, 2009

TRT Committee
Safety Committee
Commencement Committee

New Business

Announcements

35th Anniversary Celebration – April 24, 2009 – Tickets \$25 – These may be purchased at the business office.
Next meetings – April 23, 2009 and May 7, 2009

Adjourn

Academic Senate
Thursday, April 23, 2009
IWV 604, MESCC 206, BESCC122, KRV 2
12:30-1:30 pm

Agenda

Call to Order

Approval of Agenda

Approval of Minutes: Thursday, April 9, 2009
A special thank you to Laura Vasquez for stepping in and starting this position early.

Open Forum

Reports:

Administrative Report

Union Report

President's Report

Department Chair Election Report - Communications, Mathematics, Science, Physical Education/Health
Science, Industrial Arts, CIS & Business, Public Service, Media Arts, Basic Skills
Distinguished Alumni Speaker, Student Speakers
LAC support for summer – Matt Crow, President-Elect
District screening of min quals
Basic Skills from DCC meeting

Treasurer's Report

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council
Program Review Committee
Equivalency Committee
Petitions Committee

Honors Committee
Strategic Plan Committee
Calendar Committee
Pedagogy and Technology Committee

Ad Hoc Committee Reports

Ad Hoc Diversity Committee – Vote will be held at May 7th meeting
Winter Intersession Planning – Report at May 7th meeting

Other Reports

Basic Skills Committee
Professional Development Committee
District Distance Education Task Force
College Council–April 16, 2009, May 14, 2009

TRT Committee
Safety Committee
Commencement Committee

New Business

Announcements

35th Anniversary Celebration – April 24, 2009 – Tickets \$25 – These may be purchased at the business office.
Next meeting – May 7, 2009

Adjourn

Academic Senate
Tuesday, May 5, 2009
IWV 604, MESCC 206, BESCC122, KRV 2
12:30-1:30 pm

Agenda

Call to Order

Approval of Agenda

Approval of Minutes: Thursday, April 23, 2009

Open Forum

Reports:

Administrative Report

Union Report

Program Review Report – John Stenger-Smith

President's Report

Department Chair Election Results

Classified Staff Member of the Year – Vote

Rudy Solidarios, The Whole Maintenance Department, Don Seymour, Sherri Windish

Note: Candy Caine won last year

LAC support for summer

Treasurer's Report

Standing Committee Reports (only for those that have a report)

Curriculum/Instruction Council-Curricunet

Program Review Committee

Equivalency Committee

Petitions Committee

Honors Committee

Strategic Plan Committee

Calendar Committee

Pedagogy and Technology Committee

Ad Hoc Committee Reports

Ad Hoc Diversity Committee – Report – Dennis VanderWerff

Winter Intersession Planning – Chair Needed

Other Reports

Engineering Program Review

Basic Skills Committee

Professional Development Committee

District Distance Education Task Force

College Council–April 16, 2009, May 14, 2009

TRT Committee

Safety Committee

Commencement Committee

New Business

Announcements

Commencement – May 15, 2009

Adjourn

Academic Senate
Thursday, December 4, 2008
IWV 604, MESCC 206, BESCC122, KRV 2
12:30-1:30 pm

Minutes

Call to Order 12:38 pm

Attended: Mary O'Neal, Dennis Vanderwerff, Dr. James Fay, Matthew Crow, Corey Marvin, Cheryl Gates, Jill Board, Janis Jamison, Kim Schwartz, Michael Metcalf, Dick Adams, Mary Peoples, Lisa Fuller, Don Rosenberg, Lucila Gonzalez-Cirre, Karen O'Connor, Dick Benson, Suzie Ama, Rachel Winston, Deb Ernst.

Approval of Agenda

Approval of Minutes: Thursday, November 13, 2008

Open Forum--None

Reports:

Administrative Report: Jill Board Budget issues—there will be a special session of the legislature, “so there can always be more cuts.” Mary O'Neal inquired about how much of the reserve will be used to cover our expenditures. Jill stated that at this time growth is still being funded and the district is still considering the amount of the reserves that will be used. Mary O'Neal asked if hiring faculty was anticipated because of our growth. Jill stated that there are no new hires planned. Dr. Fay stated that he is working on contract education for additional revenue. Jill stated that she received an email from Vice Chancellor Givens calling for projects that support District-wide strategic plans. The due date has been extended to 2/19/09. Jill is available to help with the applications.

Union Report: Mary O'Neal stated that they met on 11/21/08. They are in full negotiations. They came to a workable deal for compensation and benefits. These are to be presented at the 12/11/08 Board of Trustees meeting. They will not be meeting again until the new year because the attorney is not available.

President's Report: Deferred.

Treasurer's Report: Mary Peoples reported that \$200 was donated for the annual holiday party. The balance in the account is \$829.52. At this point 40% of the dues have been paid.

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council: Dennis Vanderwerff shared that the committee has accomplished its goal for the Fall 2008 due to help from “some star faculty.” Thus far, 689 course and program documents have been reviewed and are scheduled to be approved at the 12/11/08 Board of Trustees meeting.

Program Review Committee: None

Equivalency Committee: Don Rosenberg announced that there was one application being reviewed.

Petitions Committee: None

Honors Committee: None

Strategic Plan Committee: None

Calendar Committee: Shannon Bliss stated that a plan need to be approved today. Elements of the proposed plan include a winter intersession to offer online classes determined by departments and short-term 1-unit courses. PHED courses would be offered for on-going services to the community. The 12-week summer session would be kept to allow for flexibility in schedule-building (2 6-week; 1 8-week; or 1 12-week courses). Two Saturdays would be added to each semester. Native American Day was removed. Spring Break now coincides with SSSUSD, but not with BC and PC. Public schools in ESCC and KRV have been considered, but their schedules are not printed yet. Dennis Vanderwerff asked about the thought process regarding the introduction of the 5-week winter intersession. Dr. Fay interjected that there was a survey completed. Jill Board stated that the 2-week shutdown during December was due to CSEA and they are currently working under a previous contract. Mary O'Neal added that facilities can be open without CSEA staff. Dennis Vanderwerff stated that we cannot have facilities open without custodial staff. Cheryl Gates mentioned that there are some courses offered off-site that could be run during intersession (i.e., CNA clinical). Don Rosenberg mentioned that other schools offer this with notice to students that there will be very limited staff available. The 12-week session for summer 2009-2010 was kept because this coming summer will be the first time we try a 12-week session. Don Rosenberg moved; Mary Peoples seconded, approved. Rachel Winston will present the calendar at College Council today.

Pedagogy and Technology Committee: None

Ad Hoc Committee Reports: None

Other Reports

Basic Skills Committee: Corey Marvin needs a vote on recommendation from the last Senate meeting to create a separate department for Basic Skills. There was discussion about cost. Corey stated that it is almost a wash with release time and reassigned time. Dick Adams asked why we need to do this. Corey stated that ongoing problems of directorship, clear vision, follow through, accountability, and student learning objective development was the rationale behind the recommendation. There is a similar model at BC. Due to the online element and multiple campuses there was a need for centralization. Representation on College Council and at the Department Chair meetings would assist in assuring that Basic Skills was integrated into the college curriculum and services. Dennis Vanderwerff moved, approved.

Professional Development Committee: None

District Distance Education Task Force: None

College Council: Meets today.

TRT Committee: None

Safety Committee: None

Commencement Committee: None

New Business: Jill Board mentioned that she believes there has been discussion about changing the culture of the college about late registration. They are looking into taking language out of the printed schedule. Students can still enroll if there are openings. There were difficulties closing online courses last semester. The waitlist would take care of registering during the first week of classes. Jill stated that they must set the class to zero on the first day of class and then students are entered on a first-come, first-served basis. Jill will try to shorten special population registration. Mike Metcalf stated that the committee looked at the history and saw that a large number of people registered during the first week of school. Now there is earlier enrollment. They want to stay away from waitlists so the instructor can enroll a student walking into the class who shows up to be signed in and thus is expressing urgency, initiative, and follow through.

Flex Day Activities: Mike Metcalf mentioned that Community First Aid & CPR (10 hrs—1 day) for faculty could be offered if there was enough interest. Dick Benson expressed interest.

Announcements

Collegewide Christmas Celebration – December 5, 2008 – China Lake NAWS

Adjourn 1:29 pm

Academic Senate

Thursday, January 29, 2009

IWV604, NESCC206, BESCC122, KRV2, CCCConfer

Minutes

Call to Order: 12:34 pm

Attendance: Rachel Winston, Deb Ernst, Mary Peoples, Mary O'Neal, Matt Crow, Lisa Fuller, Dennis Vanderwerff, Debbie Rundell, Deanna Campbell, Paula Suarez, Cheryl Gates, Claudia Sellers, Kim Kelly, Laura Vasquez, Bonita Robison, Jon Tittle, Joe Slovacek, Dick Benson, Yifhen Chen, Tom Heck, Shannon Bliss, and Jill Board.

Approval of Agenda: Approved.

Approval of Minutes (Thursday, December 4, 2008): Approved with changes.

Open Forum: None.

Reports:

Administrative Report: Jill Board shared that the week of 2/23/09 there will be planning meetings with representatives from Sunguard. They are putting together a team of people, including faculty representatives, to solidify what Luminis will look like. An email will go out to faculty and staff requesting volunteers for the team. The administrative team will provide training on Luminis. Dylan Mattina will lead the training. Mary O'Neal wanted to know if volunteering would have ongoing responsibilities. Jill assured us that this would be a one-time effort. Regarding the One Card initiative, Jill stated that we were told that the project would start with financial aid recipients, but this month Kern Schools Credit Union (KSCU) announced they were ready to enroll others. Faculty and staff are encouraged to obtain ID cards through KSCU and additional information will follow about other benefits.

This Friday is the Friday before census. Dates are printed on each course roster.

Strategic Initiatives applications deadline is 2/13/09. They need to be submitted to Doris Givens. Some of the proposed applications include having all college literature translated into Spanish (Heather Ostash); an ESL project (Bonita Robison), and podcasting nursing procedures (Cheryl Gates).

Union Report: Mary O'Neal mentioned that negotiations updates have been sent by email. Friday should be the settlement date. There will be an increase in adjunct hourly pay to \$57.50/hour in 2009-2010 along with more extensive adjunct faculty evaluations. There will be no change in health benefits.

President's Report:

Ad Hoc Committee to review finals schedules across campus sites: Rachel posed the question about whether we want to have the finals schedules be the same across all sites. Discussion included concern that faculty travel between sites, especially at ESCC, at the need for separate finals schedules. Additionally, it was mentioned that adjunct faculty have other jobs and have made arrangements to be available during class times throughout the semester so it may be difficult to get additional time off when the final exam does not occur at the same day/time as the regularly held class. Jill Board asked that the committee decide if there should be one schedule for all or individual site-specific schedules. This issue was raised by Matt Hightower in recent emails. Jon Tittle encouraged Matt Hightower to send information to all faculty about the issue. Rachel agreed to send an email on the matter. An ad hoc committee will be established and Deanna Campbell agreed to be on it. It was also suggested that Matt Hightower chair this committee and that Pam Godfrey be on the committee.

Accreditation (mid-year report and special report): Dr. Retterer asked for 2-3 faculty members to help put a report together. Laura Vasquez volunteered. Jill Board suggested that the people who wrote parts of the previous report give feedback about the intent of what was written in the past.

Budget and Policy: Rachel reported that there has been 10% growth in the District with 7-8% unfunded growth this year. There was discussion about enrollment management and that Cerro Coso participated in this as directed by the District, but other colleges did not. Therefore, BC and PC show greater growth and this may impact any future faculty hires within the District. Increasing student fees is unknown at this time. There will be no COLA this year. There will be 3% growth figured into next year's budget. The District plans to backfill with reserves. There was a \$1.7 million loss and a projected \$4.4 million loss in 2010-2011; \$2.7 million in 2011-2012; total projected loss of \$14 million that will be taken out of reserves. Jill Board suggested asking Gale Lebsock to mock up a spreadsheet to help understand the projected budget issues. The three Academic Senate Presidents met with Sandra Serrano on Tuesday and she said she was going to fund 5 positions created by retirement. The Institutional Researcher selected previously was offered more money to stay at the local Naval Base and Sandra Serrano has decided not to fill this position at this time.

Luminis: The District Consultation Council discussions indicated this project would be starting this Spring, but this recently changed and students won't be involved until later. The faculty and staff need to be trained first.

35th Anniversary: Kim Kelly, Cheryl Gates and Rachel Winston will chair the Silent Auction. They are looking for new or very nice used items to add to the auction. Faculty are asked to look at home to see if there are any items they would like to donate. This

can include use of a vacation property for a set amount of time, a time share property, etc.

FEMA Training: This has been offered at all sites and all fulltime faculty are required to participate. If there is an emergency and not all fulltime faculty have taken the training, Federal recovery funds can be withheld.

CPR Training: There are safety concerns for all campuses. A CPR training will be offered at the IWW campus on 2/6-2/7/09 for a total of 10 hours.

Treasurer's Report: Mary Peoples shared that we spent \$502 on flowers recently with a balance of \$492.72.

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council: Dennis Vanderwerff is attending a District meeting tomorrow for Curricunet (a curriculum management software system). He expressed concern about the lack of consultation that occurred between District and faculty about this product.

There was comment and discussion about MUSC 173 and ART 106 being approved as courses to fulfill the Diversity requirement. Mary O'Neal suggested that the diversity requirement and standards should be revisited in CIC. Dennis stated that these courses were reviewed in CIC and stated that the discussion needed to take place in the Senate, not back at CIC. Furthermore, the Senate should give direction to CIC. It was determined that an ad hoc committee should be established to review this issue and bring recommendations to the Senate, upon which direction would be given to CIC. The committee will be comprised of Mary O'Neal, Jon Heaton, Matt Crow, and Claudia Sellers.

Program Review Committee: None.

Equivalency Committee: None.

Petitions Committee: None.

Honors Committee: TAP visit occurred yesterday and a long-term course schedule was created. Dr. Fay commended the Honors Committee. Jill Board shared that "not one student interviewed said anything negative about the Honors instructors. They had only great things to say."

Strategic Plan Committee: None.

Calendar Committee: None.

Pedagogy and Technology Committee: Matt Hightower stated that the committee met and recommended removal of section links that are blocked from the Moodle template in order to be more efficient. These can be individually added by instructors.

Ad Hoc Committee Reports: None.

Other Reports

Basic Skills Committee: There will be a meeting tomorrow from 9-12 noon.

Professional Development Committee: None.

District Instructional Technical Task Force: None.

College Council: There will be a meeting this afternoon from 2-4 pm.

TRT Committee: None.

Safety Committee: None.

Commencement Committee: There will be a meeting on 2/18/09.

New Business:

There needs to be a BSI Department ad hoc committee to make recommendations on the formation of the department. Recommend that at minimum the committee should consist of the current BSI Committee Chair, the Communications Department Chair, the Math Department Chair, and a Union representative. There will need to be a Union Memorandum of Understanding forwarding the names of faculty members that are intended to populate the new department. Matt Crow volunteered to be on the ad hoc committee.

Laura Vasquez is working on a Strategic Initiative proposal and would like feedback from faculty. She is proposing a One Book—One Campus Program. The nominated book would be read by administrators, faculty, staff and students. Groups would meet throughout the year to discuss the book. This program would help emphasize the importance of reading. Portions of the book could become a topic to be discussed in various courses offered at the college. The book would be available through the bookstore and would be paid for by the Strategic Initiative. Bonita Robison encouraged e-text availability for online students.

Jon Tittle mentioned that the League of Innovation nominates innovations of the year. An email will go out next week asking for nominations. The deadline is 3/2/09.

Adjournment: 1:35 pm

Academic Senate
Thursday, February 12, 2009
IWV 604, MESCC 206, BESCC122, KRV 2
12:30-1:30 pm

Minutes

Call to Order: 12:33 pm

Attendance: Rachel Winston, Bonita Robison, Jon Heaton, Deb Ernst, John Stenger-Smith, Dennis Vanderwerff, Mary O'Neal, Matt Crow, Yihfen Chen, Laura Vasquez, Don Rosbenberg, Dick Benson, Kim Kelly Schwartz, Corey Marvin, Deanna Campbell, Joe Slovacek, Shannon Bliss, Debbie Rundell.

Approval of Agenda: Approved without changes

Approval of Minutes: Thursday, January 29, 2008—approved with changes

Open Forum: None

Reports:

Administrative Report: None

Union Report: Mary O'Neal shared that they met on 1/30/09; reports have been sent; the team is finalizing negotiations; during the week of 3/9/09 there will be local college meetings to verbally review the proposed contract changes; on 3/16/09 all faculty will be able to view, online, a full copy of the contract with language changes. Matt Crow clarified that all faculty can view the contract, but only union members can vote. Shannon Bliss mentioned that the membership deadline will be approximately 3/1/09; she wants part-time faculty to know so that they can join.

President's Report

Accreditation – Midyear Report and Special Report: Dennis Vanderwerff and Suzie Ama will be on this committee. Rachel has a list of colleges reviewed to date and their accreditation status.

Budget and Policy: There is supposed to be a District Consultation Council meeting on Tuesday, but it is cancelled due to a lack of information on the state budget changes. The LA Times is reporting a proposed \$8 billion cut to Community Colleges.

35th Anniversary—April 24, 2009 **Kerr McGee Ctr** – *Silent Auction, Dinner, Dancing*: Rachel Winston will be approaching all faculty for donations to the Silent Auction. Dick Benson asked about previous discussions for raising money. The donations are to the Cerro Coso College Foundation and can be earmarked, if necessary, with minimum bids set.

Rachel Winston and the other Academic Senate Presidents will meet with Chancellor Serrano regarding better communication, consultation, and the 10+1 process.

Treasurer's Report: None. John Stenger-Smith mentioned that John Johnson, Engineering Science instructor, is out on medical leave and we need to send flowers. Heather Ostash is out for medical reasons and we need to send flowers.

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council: Dennis Vanderwerff reported a follow-up on his concern about implementation of CurricUNET. He attended a demonstration presentation at the District office on 1/30/09. He checked with a Bakersfield college colleague that sits on the District Consultation Council and was told that the decision had not been made to purchase CurricUNET and that Dr. Givens specified she is waiting for discussion at the District Consultation Council. Dennis likes the product. During the summer a group looked into other systems, but they don't necessarily interact with Banner. Dick Benson asked if CurricUNET changes autonomy for curriculum and Dennis assured that this question was posed and was told that each college will maintain autonomy over curriculum.

Program Review Committee: John Stenger-Smith stated that the Engineering program submitted its first draft to CIC and is looking forward to everyone's input. Debbie Rundell mentioned that the Human Services curriculum has some changes being submitted to CIC and asked if it needed to return to Academic Senate for review and approval. Dennis stated that the program was already approved. Originally the submission and approval was for the Associate of Science degree and two certifications. Since one certification has been removed and the other certification was increased in unit requirements, Dennis recommended that these be reviewed and discussed at Academic Senate. Debbie Rundell will email the information to the faculty.

Equivalency Committee: Don Rosenberg stated that one application was turned down.

Petitions Committee: None

Honors Committee: None

Strategic Plan Committee: None

Calendar Committee: None

Pedagogy and Technology Committee: None

Ad Hoc Committee Reports

Basic Skills Department: Corey Marvin reported that there is a proposal for 4 faculty to move into this Department—2 from the Communications Department; 1 from the Counseling Department; and 1 from the Math Department. The goal is for one writing, one reading, one math, and one study skills professional will be in the new department. According to Corey the committee has been guided by the best practice that "dedicated, full-time faculty members are a crucial component of successful basic skills programs. And, although there will still be many more basic skills classes in any given semester than these faculty members

can teach, it is, nevertheless, a strong start that signals Cerro Coso's commitment to underprepared students."

Diversity Requirement: A proposal will be given to the Academic Senate by 3/12/09; they will be meeting today; the committee consists of Mary O'Neal (Chair), Claudia Sellers, Matt Crow, Jon Heaton, Dennis Vanderwerff, Loren Sandvik, and Tom Foggia.

Final Exam Schedule: Matt Hightower has agreed to chair this committee. Deanna Campbell and Claudia Sellers have agreed to be on the committee. The charge of this committee is to determine whether to have one final exam for all sites or to offer site-specific final exam schedules. It was suggested that Pam Godfrey and Steve Rogers be invited to participate in this committee.

Other Reports

Basic Skills Committee: See "Basic Skills Department—Ad Hoc Committee Reports" above.

Professional Development Committee: None. There was general discussion about past activities. There was a general request to know how much money is available for this committee. Mary O'Neal stated that the District gets money from the State specifically for diversity training. She wants to know if we get any of this money at Cerro Coso and where the money is being spent. Rachel Winston mentioned that one idea would be to have brown bag lunch presentations given by faculty when they return from a workshop or conference. Bonita Robison shared that any BSI money for training required this type of presentation to faculty upon return. The college needs a more streamlined process for scheduling presentations. Shannon Bliss stated that this is #8 on our 10+1 Academic Senate tasks. Claudia Sellers questioned the scrutiny of faculty travel requests and wondered if faculty are allowed to scrutinize administration travel to conferences. Bonita Robison asked if Professional Development has been subsumed under staff development. Shannon Bliss mentioned that the Professional Development Committee is one of four subcommittees under the College Council.

District Distance Education Task Force: None

College Council: Rachel Winston shared that there had been discussion about the smoking policy at the college. Students agreed to gather information through surveys. The results found from the surveys demonstrated that smoking should be where it is now. The students do not want a smoke-free college. The students suggested three locations including the fountain area and the concrete slab between the LRC and East Wing. There is need for signage and more enforcement of using only smoking areas. None of the locations are covered. Shannon Bliss stated that the rollout of the One Card related to Kern Schools Credit Union has begun. A new in-house training center has been formed and emailed today from Cori Ratliff. They are looking for in-house faculty and staff to become presenters.

TRT Committee: None

Safety Committee: None. Dick Benson shared his concern about the recent email received regarding the emergency evacuation drill scheduled for the week of 2/16/09. There is concern that an evacuation plan has not been shared with faculty and therefore seems futile to go through a procedure that no one has been trained to do. There should be evacuation maps at the door of each classroom indicating the flow of people from the classrooms to designated exterior locations on the grounds of the college. There should be procedures and equipment available for evacuating disabled students. Rachel Winston will propose that the evacuation be postponed until a plan is in place and faculty are trained. Laura Vasquez moved that Rachel present this request to administration, Mary O'Neal seconded, passed.

Commencement Committee: None

New Business

Announcements

Bonita Robison will be submitting the ESL proposal for Strategic Initiative grants.

Deadline for innovation of the year awards is 3/2/09.

There were six faculty approved for tenure: Matt Crow, Kim Kelly, Yihfen Chen, Greg Kost, Cheryl Gates, and Mike Metcalf. Congratulations!

Adjourn: 1:35 pm

Academic Senate
Thursday, February 26, 2009
I WV 604, MESCC 206, BESCC 122, KRV 2
12:30-1:30 pm

Minutes

Call to Order: 1:38 pm

Approval of Agenda: No changes

Approval of Minutes: Thursday, February 12, 2009 No changes

Open Forum: Al Skinner, ASCC President, presented a resolution for a formal college hour to be reinstated on Tuesdays and Thursdays from 12:30-1:30 pm (reprinted here exactly as presented during meeting):

“Whereas Cerro Coso College Hour is needed for meetings such as College Council, Academic Senate, Associated Students of Cerro Coso, CARE, Special Services and others, by giving needed time to Students, Administration, Staff, Faculty, and others to attend important meetings,

Whereas Cerro Coso College Hour gives time during the day for teachers and counselors to meet with students, also time students can receive the extra services available on campus without conflicting with their busy schedule,

Whereas Cerro Coso College Hour will increase campus life, increase volunteer numbers, and create a social hour needed to foster networking, and

Whereas Cerro Coso College Hour will be a boost to cafeteria sales by giving students and faculty enough time to eat lunch,

Be it resolved that Cerro Coso College Hour be reinstated to promote a healthy campus life by giving precious time during the day to allow the college to become a community college once again.”

Debbie Kurti made a motion to support the ASCC resolution, seconded by Mary Peoples. Shannon Bliss asked if college hour was intended for all sites. Kim Kelly stated that students at all sites were given the opportunity to weigh in on this resolution via iTV and it passed. Cheryl Gates wanted to know if exceptions (ie., nursing) were possible. Mary Peoples mentioned that there should be a formal process for giving an exception. Matt Crow stated that this was the purview of each academic department. Shannon Bliss asked if this would go into effect in Spring 2010 since the Fall 2009 schedule was already set. Jon Heaton mentioned that a different time may be better for those students coming to class from

work during their lunch hour. Kim Kelly asked if students would be impacted by eliminating classes during this hour. Rachel Winston stated classes could be held from 12:30 to 1:30pm on Mondays and Wednesdays which would provide a lunch hour class option for some classes. The motion was passed.

Reports:

Administrative Report

Classroom Guests: Dr. Fay stated that we might consider a policy about guests during class sessions. Some students have brought their children. He recommended a committee to set some guidelines. Laura Vasquez mentioned there may be liability issues with children in the classrooms. Dick Benson stated that faculty members are responsible for creating an environment for learning and if children are disruptive, this may be difficult. He asked what to do if a guest is asked to leave a classroom and does not do so. Currently there are no telephones in classes. Dr. Fay mentioned that the Front Desk could be contacted for security assistance. Rachel Winston suggested the creation of an ad hoc committee. Jon Heaton stated there are difficulties with students/parents of school-age children and public school holiday schedules that do not coincide with the college schedule. Debby Kurti stated it was up to each instructor's discretion. Dr. Fay offered to draft a few ideas to consider. Dick Benson mentioned the privacy issues of student discussions and participation within the class. He suggested that the college research insurance issues. Dick Benson believes this is a larger issue and that the syllabus is a "contract" with students. He suggested a standard template for the syllabus wording. Shannon Bliss stated that Academic Senate is a better venue for discussion of the syllabus issue than the Department Chair meetings. Dr. Fay said he would check with the District legal counsel.

Faculty Orientation: Dr. Fay shared that this will be reinstated as his responsibility with follow-up by Faculty Department Chairs.

Union Report: Shannon Bliss stated that elections are coming up in March for union officers for 2009-2010. Additionally, the ratification of this year's contract will be in March. The week of March 9th there will be local meetings to review contract changes and then a vote will be held the week of March 16th.

President's Report

Establish an ad hoc committee for winter intersession planning: There needs to be a statement in the schedule regarding limited student services during the intersession. Research needs to be done regarding test proctoring and computer access needs for various courses. During a 5-week intersession there is customarily a "hard shutdown" for two of those weeks. Dick Benson mentioned that a 2-week shutdown would create a 3-week course. Rachel Winston reminded the Senate that it has been suggested in previous meetings that practicums, field trips, and physical education courses could be offered during the intersession. Shannon Bliss suggested a counselor be present on the

ad hoc committee. Kim Kelly suggested a site manager be present on the committee along with Dylan Mattina, Director of IT. Deb Ernst suggested that Jill Board be a consultant on the ad hoc committee. Rachel Winston will ask Jill to serve on the committee. Ad hoc committee members include Kim Kelly, Matt Crow, Rachel Winston, and Mary Peoples. Deanna Campbell was suggested as a site manager representative.

New Academic Senate Officers: Matt Crow is the current President-elect and will become President for the 2009-2010 Academic Year. There are openings for President-elect, Secretary, Treasurer, and At-Large Member. Rachel Winston made a call for those interested in serving on Academic Senate for the 2009-2010 year.

Treasurer's Report: Mary Peoples reported that there is currently \$492.72 and half of the membership has been paid.

Standing Committee Reports (only for those that have a report):

Curriculum and Instruction Council: None

Program Review Committee: None

Equivalency Committee: None

Petitions Committee: None

Honors Committee: None

Strategic Plan Committee: None

Calendar Committee: None

Pedagogy Committee: Shannon Bliss shared that the committee met last week and are reviewing the online training program; they are evaluating what we have and adapting the program as needed.

Ad Hoc Committee Reports:

Final Exams—Reporting March 19th.

Diversity Committee—Reporting March 19th.

Other Reports:

Basic Skills Committee: None

Professional Development Committee: None

Instructional Technology Committee (previously District Distance Education Task Force): Debby Kurti reported that the committee met 1-2 weeks ago. They looked at Porterville College's self-assessment for readiness for taking an online course. Cerro Coso already has a process in place. The technology use survey is scheduled to go out to staff and faculty to identify training needs.

College Council: Rachel Winston reported that they met last week. They are in the process of creating a Health Careers Department Chair. Dr. Fay and Jill Board need to decide on this issue by 3/9 so that it can be voted on during College Council. There was discussion about the Emergency Preparedness Plan. The drill was held last week and three drafts were handed out on Emergency Supplies, Emergency Plan, and Emergency Procedures. Dr. Fay will distribute these to the faculty. The smoking areas on the IWV campus were discussed. One location, under the East Wing Building, would not work due to the proximity to uptake vents. Two other locations are not covered. Kim Kelly stated that she understands the college cannot spend public funds to cover concrete pads for smoking areas. She stated that students proposed a smoking tax to pay for improvements, but implementation was difficult. Shannon Bliss stated that Fire Mountain Foundation may be a resource. Matt Crow asked if proper signage would be provided. Rachel Winston reported that this was suggested at College Council.

TRT Committee: None

Safety Committee: None

Commencement Committee: Rachel Winston stated that they need speakers from IWV, KRV and Online. The graduation list has already been started and is available on the G-Drive in the A & R folder. April 24th is the external due date for graduation petitions and the internal due date is May 1st. Mary O'Neal knows of someone that may be a potential keynote speaker. She will forward the name to Jill Board and Joann Clark.

New Business:

Introduction to the Moodle Environment Video—Lisa Darty: She is creating a short (5-6 minute) generic video that will be available to students taking online courses. Anyone wanting to provide suggestions or input are invited to email Lisa Darty. They plan to launch the video in Fall 2009.

Human Services Program Revision—Debbie Rundell: The degree and certificate applications were reviewed by the state. There was a question about the validity of needing two certificates (was there a benefit to job searching and can a student be a paraprofessional with two extra courses). One of the certificates was removed. Shannon Bliss moved that the change be approved. Jon Tittle seconded. Approved.

Safety Resolution—Yihfen Chen: This resolution was presented in response to recent emergency preparedness drills and the realization that there were students with mobility issues and the current Board policy does not allow for staff or faculty to assist in the removal of physically-impaired students from buildings during an emergency. Additionally, there has been a resistance to allowing assigned classrooms to be changed when a student with mobility issues enrolls in classes. The resolution reads:

“Whereas, the safety of all students is the concern of the Academic Senate, and

Whereas, the Academic Senate whole heartedly believes in the education of all individuals despite ability,

Be it resolved by this Academic Senate that students with ambulatory issues be scheduled in identified handicap accessible classrooms.”

Debby Kurti believes more discussion is needed prior to voting on a resolution. Jon Heaton recommended discussion in College Council. Matt Crow moved to postpone the vote on the resolution and send the issue to College Council for discussion and feedback. Penny Talley seconded. Approved.

Mary O’Neal reminded faculty to file grievance to enforce things within the college setting.

Announcement:

CC In-House Training Center: Cori Ratliff and Debby Kurti will provide training on Friday.

Myles Ellis: Lucila Cirre-Gonzales lost her husband, Myles, to cancer on Monday.

Adjourn: 1:40 pm

Academic Senate
Thursday, March 19, 2009
IWV 604, MESCC 206, BESCC 122, KRV 2
12:30-1:30 pm

Minutes

Call to Order: 1:32 pm

Approval of Agenda: No changes

Approval of Minutes: Thursday, February 26, 2009 No changes

Senate Attendees: Dick Benson, Dean Bernsten, Shannon Bliss, Matt Crow, Cheryl Gates, Tom Heck, Mary O'Neal, Mary Peoples, Bonita Robison, Steve Rogers, Paula Suarez, Jon Tittle, Rachel Winston

Faculty Representatives: James Fay

Reports:

Administrative Report – Dr. Fay

There was a fundraiser at ESCC Saturday, March 14, 2009. We are obtaining NSF funds for Cerro Coso's alternative energy program. It is possible that John Garamendi will come to Cerro Coso. The district will be holding a meeting on Monday for a district wide alternative energy program. Emergency sleds were ordered. They will be installed and we will have training for faculty and staff.

Union Report – Shannon Bliss

The contract was voted upon and will be brought to the Board of Trustees meeting April 2, 2009. Union elections were held.

President's Report

New Academic Senate Officers: Will send out an e-mail requesting nominations.

Faculty Marshall Nominations: Don Rosenberg, Dean Bernsten, Dick Benson

Treasurer's Report: Mary Peoples reported that she will send out a request for senate dues from those who have not paid. There is \$369.92 in the account. We need to buy medallions so it is important that senators pay their dues.

Standing Committee Reports (only for those that have a report):

Curriculum and Instruction Council: None

Program Review Committee: None

Equivalency Committee: None

Petitions Committee: None

Honors Committee: None

Strategic Plan Committee: None

Calendar Committee: Shannon Bliss - The committee plans to begin the process of considering the calendar for the 2010-2011 year this spring.

Pedagogy Committee: None

Ad Hoc Committee Reports:

Final Exams—Reporting - The committee recommended that classes follow their regular schedule for all sixteen weeks and that the College disband the separate Final Exam Schedule. This was unanimously approved.

Diversity Committee—Reporting April 9, 2009

Other Reports:

Basic Skills Committee: None

Professional Development Committee: None

Instructional Technology Committee: None

College Council: The temporary offices were discussed. A sign was supposed to be created with the names of the people who have offices in the Art Gallery. Dick Benson suggested that Kinkos could create lettering on a sticky decal for the door.

TRT Committee: None

Safety Committee: None

Commencement Committee: Commencement is May 15th. April 24th is the external due date for graduation petitions and the internal due date is May 1st. Shannon Bliss asked if distinguished service honorees should include part time faculty. Send out an e-mail with criteria for inclusion of part time faculty.

Announcement:

CC In-House Training Center: Friday trainings

35th Anniversary: Celebration will be held April 24, 2009. Faculty are encouraged to participate.

Adjourn: 1:25 pm

Academic Senate
Thursday, April 9, 2009
IWV 604, MESCC 206, BESCC 122, KRV 2
12:30-1:30

Minutes

Call to Order: 12:32 pm

Approval of Agenda: No changes

Approval of Minutes: Thursday, 26 March 2009 No changes

Senate Attendees: Dean Bernsten, Shannon Bliss, Larry Board, Yihfen Chen, Matt Crow, Tom Foggia, Cheryl Gates, Jon Heaton, Janis Jamison, Corey Marvin, Michael Metcalf, James O'Connor, Karen O'Connor, Mary O'Neal, Heather Ostach, Mary Peoples, Bonita Robison, Don Rosenberg, John Stenger-Smith, Norman Stephens, Paula Suarez, Penny Tally, John Tittle, Laura Vasquez, Yolanda Vasquez, Rachel Winston

Open Forum: Tysha Fredricks, Pearson Educational Representative, presented on online resources (Writing, Reading, Math labs) available for all disciplines.

Administrative Report:

Jill Board presented on The League of Innovations Conference. She visited with publishers' representatives who presented on online textbooks that cost less than print only texts. Jill Board stated that she would be willing to serve on an Academic Senate subcommittee to evaluate online textbooks at reduced costs available from different publishers.

Jill Board reported on a conference presentation that studies the effects of not having late registration. Although the presentation was cancelled, the college presenting the study claims their evidence shows there is no decline in enrollment and the no late registration policy was beneficial to students. Jill Board will email the college for a copy of their study. Although Cerro Coso no longer advertises for late registration, students are still able to register online during the first week of classes. Jill Board would like to continue the conversation, looking specifically at success rates of students who register late, and when success begins to fall.

Jill Board reported that a committee including Dr. Fay, Dennis VanderWerff, Suzi Ama, and others is working diligently on the midyear report for accreditation. She also asked everyone to review the Action Plan that has been sent out by email. Any suggestions and or corrections should be forwarded to Dr. Retterer by Monday, 13 April 2009. Jill Board reported that the Strategic Plan and Action Plan are used in accreditation.

LAC Coverage Issue: Jill Board reported that at this time, there will be no LAC coverage during the summer. Rachel Winston read an email from Dr. Fay in which he states this

decision comes from the Chancellor's office. The reasoning, according to Matt Crow, is to save FTEs for credit classes rather than non-credit student services. Jill Board stated that Dr. Fay was responding economically and suggested that Matt Crow and Rachel Winston meet with Dr. Fay to discuss the importance of offering services to students taking summer online and onsite classes, especially since Rachel Winston has offered several good suggestions.

Union Report:

Shannon Bliss reported that the contract was ratified at the April 2, 2009 board meeting. A special thanks was extended to Mary O'Neal, Matt Crow, and others who worked so hard on the contract. A retroactive pay raise will be received around the 15th of May 2009. The Union held elections. Laura Vasquez is now the new CCA rep.

President's Report:

Faculty Marshall Selection:

Four people have been nominated: Dick Adams, Dick Benson, Dean Bernsten, and Don Rosenberg. Senate attendees voted. Matt Crow and John Stenger-Smith counted the votes. Dean Bernsten was elected by majority vote.

Election of New Academic Senate Officers:

The following people have been nominated:

President: Matt Crow

President Elect: Mary O'Neal

Treasurer: Cheryl Gates

Secretary: Laura Vasquez

At Large: Corey Marvin

All nominees were elected by unanimous vote.

Department Chair Elections:

Rachel Winston asked departments to nominate and elect new department chairs within their departments.

Department Chair Recommendation for Nursing:

The department chair for nursing has been tabled.

Distinguished Alumni Speaker, Student Speakers:

Suggestions for Alumni speaker: Janis Jamison suggested asking the editor of the Daily Independent (a Cerro Coso graduate). Rachel Winston asked that all other suggestions be forwarded to her.

Student Speakers: The main speaker will be from KRV this year. Rachel Schlick and Clarissa Cash were nominated from IWV. Rachel Winston asked that any other nominees be forwarded to her.

A new faculty position has been approved; Eastern Sierra will get a new biology instructor. The committee has already been formed.

Proposed changes: John Stenger-Smith requested that engineering classes be under the Science Department rather than vocational education. Dr. Stenger-Smith would continue to be responsible for the ENGR program and other disciplines would not be affected. Mary O'Neal moved we transfer the engineering discipline to the Science Department. Mary Peoples seconded. Motion carried. Shannon Bliss stated that this must be put in the contract.

Treasurer's Report:

Mary Peoples reported that there is currently \$495.92; however, after buying medallions for students, there will only be approximately \$92.00 left. Mary encouraged those who have not yet paid their dues, to please pay, ASAP.

Standing Committee Reports:

Curriculum and Instruction Council: None

Strategic Plan Committee: None

Program Review Committee:

The engineering program review is near completion. It has passed the first CIC approval. The committee has another meeting later today. All courses in engineering are UC transferable. The committee is in negotiations with CSU Northridge and will contact Cal Poly San Luis Obispo. The committee will work with these schools to see that all engineering courses also transfer to the CSU. Dr. Stenger-Smith reported that many adjunct faculty are applying for the open positions.

Equivalency Committee: None

Petitions Committee: None

Honors Committee: None

Calendar Committee: None; they will be meeting next week.

Pedagogy and Technology Committee: None

Ad Hoc Committee Reports:

Ad Hoc Diversity Committee:

Mary O'Neal reported that seven members (Matt Crow, Tom Foggia, John Heaton, Mary O'Neal, Claudia Sellers, Loren Sandvik, and Dennis VanderWerff) and offered the following recommendation (reprinted here exactly as presented during meeting):

Recommendation:

As it is important that students are exposed both to an in-depth study of issues related to diversity and to be exposed to a broad spectrum of paradigms, concepts and theories from across the curriculum, and,

As it is important that we not add to the requirements for graduation, but rather emphasize the importance of diversity in a number and variety of disciplines, we recommend the following:

1. That the senate adopts a two course requirement in diversity with one course from a 'depth' category and one course from a 'breadth' category.
2. That every effort is made to compose these categories from courses already existing and to encourage the development of other courses in other disciplines so that in almost any area a student should concentrate they will find a corresponding diversity class.
3. That every effort be made to have these courses "double-count" for graduation requirements so that we do not add to the number of required classes.
4. That the CIC consider developing a faculty position with a focus on diversity who serves on the CIC as outlines above.

Mary O'Neal also reported that the committee did extensive research and considered criteria from the original Academic Senate Committee (2002), and they were mindful of not increasing courses for students.

Tom Foggia read a prepared statement that said he could not endorse this recommendation for the following reasons:

1. Based on the research, our current diversity requirement is already consistent with other community colleges, but the new recommendation is not.
2. 100 of 111 two-year colleges have a one-course requirement.
3. Less than half of the CSU's and UC's require two diversity classes. Those that do divide them into US and Global diversity.
4. The very nature of general education should be breadth. Depth should be covered/developed in upper division classes. (Heather Ostach added that the IGETC and UC requirements do not require two courses in diversity.)
5. The system Cerro Coso has now makes sense; the new recommendation does not.

No vote was taken. The rest of the reports will be covered at our next meeting.

Adjourn: 1:32 pm

Next meeting: April 23, 2009.

Academic Senate
Thursday, April 23, 2009
IWV 604, MESCC 206, BESCC 122, KRV 2
12:30-1:30

Minutes

Call to Order: 12:33 pm

Approval of Agenda: No changes

Approval of Minutes: Thursday, April 9, 2009. Minutes approved with the following change: Item #2 of Tom Foggia's prepared statement read April 9, 2009 – "100 of 111 two-year colleges have a one-course requirement" has been amended to "66 of the 110 two-year college have a diversity requirement. Of those 66, 63 have a one-course requirement."

Senate Attendees: Dean Bernsten, Steven Busby, Shannon Bliss, James O'Connor, Matt Crow, James Fay, Tom Foggia, Cheryl Gates, Karee Hamilton, Janis Jamison, Valerie Karnes, Kim Kelly, Mary O'Neal, Mary Peoples, Claudia Sellers, Paula Suarez, Jon Tittle, Laura Vasquez, Rachel Winston

Open Forum: none

Reports:

Administrative Report: Dr. Fay reported that the budget negotiations are ongoing in an atmosphere of uncertainty. Specific numbers from the state are still not available and keep changing. Dr Fay stated that even after a budget is reached, there will be a continual need for revision. He further stated that we all need to look for ways to cut spending and examine how we can run the campus more efficiently with fewer funds. Everyone needs to brainstorm, be creative, and be flexible. We're looking at a flat cap and need to ration our FTEs. We need to be smart about how we fill the FTEs in the future. Many PE courses have been moved to zero unit, community education courses.

Alternative energy is also moving to community education. The good news is the National Science Foundation has allocated \$1.1 million toward alternative energy with more funding possible with a potential \$1.6 million available. However, these funds will not be available until 2010.

Valerie Karnes reported that the district applied for a grant for renewable energy; she was not sure of the amount, but we will know whether or not we received it on Friday.

Chancellor Serrano asked all campuses to outline cuts totaling 10% of their budget. This leaves us with two options: decrease cost or increase funds. One option is to use the reserves. Cerro Coso has large reserves that can be used right now. Rachel reported that the Academic Senate advocated using as much reserve as possible. The long term district budget plan provides for the use of reserves down to 12 million over the next five years.

Dr. Fay also distributed proofs of a mini-schedule that would be mailed out and inserted in newspapers.

Union Report: Shannon Bliss read a portion of the contract which “actively encourages people to participate in commencement.”

Shannon Bliss also stated that if faculty only know one part of the contract by heart, it should be Article 14.B.3. The representation language of this article states: “All faculty have the right to CCA representation in meetings with College or District administration where the faculty reasonably believe that such meetings may lead to disciplinary action.”

President’s Report

Department Chair Election Report: Rachel Winston reported the following:

Communications: Cliff Davis

Math: Dean Bernsten

Science: Shannon Bliss

PE: Dick Adams

Industrial Arts: no report

CIS/Business: Karen O’Connor

Public Services: in process

Media Arts: no report

Basic Skills: Bonita Robison

Rachel Winston shared information regarding proposed changes to the board policy. She stated that she would send these to the faculty for input. These policies have not yet been approved, but faculty and staff should be aware what is being proposed. These will go back to District Consultation Council for further discussion at the May meeting.

1. No personal calls can be made or received while driving company vehicles and no hands free devices shall be used. There is no exception to this rule. Failure to follow procedure could result in disciplinary action.
2. Any incidental personal devices (cell phones, etc.) shall not be used during work time except for short durations during personal time. Questions raised at district: What constitutes “short duration” and “personal time”?
3. Employees have no privacy whatsoever using computers or any networking systems. Kern Community College District can without cause or notice remove, inspect, examine, with substantial reason, any of these systems. Questions raised: how does the district separate “without cause” and “substantial reason”?

Strategic Initiative: Rachel Winston reported that last year Bakersfield and Porterville were the only schools submitting proposals. Both BC and PC had funded proposals. Cerro Coso was encouraged to submit proposals this spring. This year, 8 of the 9 proposals were from Cerro Coso; 1 from Porterville.

Matt Crow said the plenary sessions he attended at council were interesting. For one thing, there is no such thing as equivalency for an AA degree position. That point was referred back to council. He also stated the decision to change credit PE courses to non-credit was due, in part, to the analyst's misunderstanding and misrepresentation of what credit classes do. Anyone wanting more information should contact Matt Crow. New council officers: Janet Fulks (BC), Area Representative; Jane Patton, President; Michelle Pilati, Vice-President.

Dr. Givens stated that none of the projects would be funded this year. After discussion from senate members, Dr. Givens said that she would revisit the proposals. The new criteria: proposals with a return on investment would be considered.

LAC Support for Summer:

Matt Crow has developed a proposal that he will send to Deanna Campbell and Pam Godfrey. Matt stated that money invested in basic skills comes back in the long run when students move into college classes. Long range direction comes from the Basic Skills Initiative (Poppy Copy) under the budget section where it cautions schools not to focus on semester or short term budget, but rather to look at the long term investment.

Matt Crow reported that according to Marc Beam, 17% of our online students are from out of the area. Matt Crow will be working with Marc Beam to develop a survey to determine how many of our local students rely on the LRC for computers.

Deanna Campbell stated that Bishop and Mammoth would be open for assessment in the summer and staffed with faculty. (Exception: Bishop will be closed in July). The faculty can also act as tutors. Bonita Robison also submitted a proposal to the Basic Skills Committee requesting Basic Skills funds to be used for student tutors at Bishop and Mammoth during the summer.

District screening of minimum qualifications

At the Senate President's meeting after District Consultation Council, Chancellor Serrano stated she was unaware that Vice Chancellor Ali was screening for minimum qualifications. She said that she would discuss this with him and have him stop this screening and allow faculty at individual campuses to perform this function.

Basic Skills from DCC meeting

Rachel Winston reported that before giving her okay for a new Basic Skills Department, Dr. Givens and Chancellor Serrano must understand why we are adding a basic skills department. Rachel suggested Corey Marvin send her this information.

Treasurer's Report

Dues have come in bringing our current balance to \$545.92.

Standing Committee Reports

Curriculum and Instruction Council

Dennis VanderWerff reported that CIC has a complaint from the PE faculty regarding the districts influence on college curriculum. The fact that classes were pulled and changed to non-credit is unacceptable since this should be a faculty, not a district decision.

Deanna Campbell stated that she reviewed the Ed Code which has a category for non-credit courses and that PE courses fall into an exception category. She believes the problem is that we should have received notice as to when and why this was being done before we built our schedules. The problem is there is no channel of communication. Dennis noted that these changes had been made after students enrolled and faculty had been assigned to the courses. He stated that the district should not be able to dictate curriculum, and wondered when this policy changed. He further stated that much work goes into creating the reports that go to district. Once district gets the reports, it is withheld or changes are made with no communication.

Mary O'Neal stated that Academic Senate still has control of curriculum and we should be informed about any changes. The problem, according to Dennis, is that information comes down third and fourth hand. By the time the information reaches him, there are no reasons given for any changes made.

Matt Crow stated that part of the problem is that we are part of a multi-college district. The Academic Senate carries the voice of the college, but loses its voice at the district level.

Mary O'Neal moved to have Academic Senate assert "reply primarily upon advise and judgment of the Academic Senate" in Board Policy regarding PE courses. Second by Kim Kelly.
Discussion:

Rachel reported that the district was also considering removing bookstores from individual campuses and moving to a web source, such as Barnes and Noble in the future.

One suggestion was to offer PE courses to the community at fair market price.

John Tittle stated that we need assistance from the district that seems to be stomping on the rights of the Academic Senate.

Corey Marvin stated that Dr. Givens did her job. She cut what needed to be cut. The problem is that she did not follow the correct process in doing so. She should have contacted the Academic Senate and CIC so our rights were not trampled. He suggested that we should be given the districts justification for changes in writing to keep as a record in case the district usurps power from Academic Senate.

Dr. Fay stated that numerous attempts have been made to reach Dr. Givens at District Consultation Council. As of yet, there has been no feedback. She is not returning phone messages or email correspondence. Dr. Fay stated that he and other administrators were considering going to district to talk to Dr. Givens in person.

Motion Carried

Adjourn: 1:30 pm

Next meeting: May 7, 2009

Academic Senate
Thursday, May 7, 2009
IWV 604, MESCC 206, BESCC 122, KRV 2
12:30-1:30

Minutes

Call to Order: 12:38 pm by Pres-Elect Matt Crow

Approval of Agenda: No changes

Approval of Minutes: Approved; no changes

Senate Attendees: Dick Benson, Dean Bernsten, Shannon Bliss, Jill Board, Yihfen Chen, James O'Connor, Karen O'Connor, Matt Crow, James Fay, Tom Foggia, Jon Heaton, Janis Jamison, Mary O'Neal, Steve Rogers, John Stenger-Smith, Penny Tally, Jon Tittle, Dennis VanderWerff, Laura Vasquez

Open Forum: none

Reports:

Administrative Report: Dr Fay reported there is no additional information on the budget. Expectations and revenue projections are lower each month. He stated that many people attribute the downward projections to the possibility that election propositions will not likely pass.

Jill Board encouraged everyone to come to the awards banquet. The school board will hold a meeting before the ceremony. She further encouraged all speakers to be concise to give everyone a chance to speak in the allotted time.

Jill board presented a proposal to college council to revise the governance plan to include a staff development committee with staff and faculty recognition and faculty development. This would be a standing committee. The proposal was prompted by the many grass roots committees in the past which have no formalization.

Union Report: Shannon Bliss reiterated the same points for last meeting: (1) Faculty are "actively encourages people to participate in commencement."

(2) If faculty only knows one part of the contract by heart, it should be Article 14.B.3. The representation language of this article states: "All faculty have the right to CCA representation in meetings with College or District administration where the faculty reasonably believe that such meetings may lead to disciplinary action."

Dennis VanderWerff stated that representation should be initiated by faculty and it is the faculty member's prerogative to ask what a meeting with College and/or District administrators is about.

Dean Bernsten asked why students speaking at graduation were not allowed to mention people at Cerro Coso who have made a difference in their educational journey. Janis Jamison stated the misunderstanding may have come from suggestions that naming some people and not others may lead to hurt feelings. Matt Crow stated it was not a policy and students have free speech, and thus, should be able to say what they want.

Program review Report – John Stenger-Smith

John Stenger-Smith distributed documents on a proposal for substitutive changes that would make engineering an AA degree program. The ultimate goal is to offer a Bachelor's program here at Cerro Coso – at least the theoretical program, if not the lab.

John Stenger-Smith stated that the general education requirement for engineering students may need to be revised since engineering is a unit intensive program requiring 55 units in engineering courses alone. He also stated the signature page of the document has two adjunct faculty signatures since there are no other full-time engineers on campus. The advisory sheet that will be used by counseling was adapted from Fresno State University's form.

He also stated that 77% of all engineering majors (mechanical and electrical) take many of the same classes during the first two years. Students must have hands on lab, not just simulations to be eligible for a job. Some of these labs will be held on base. He also stated that there are many standardized tests to validate the SLOs.

The first two years of the program (2009-2011) will be self-sustaining, since the costs have been covered by donations from local contractors. A thank you was extended to Valerie Karnes for all her hard work in getting donations.

Steve Rogers stated that Linear Algebra was not on the list of required classes but it was on the rubric. It was also noted that Introduction to C++ programming did not have a course number. John Stenger-Smith said he would follow up on these issues and make the necessary corrections.

John Stenger-Smith stated that the engineering program is good for our community. Presently there are 75-90 Burrows High School students ready to enter the engineering program. Approximately 1/3 of those should be Cerro Coso ready, having completed the required math to enter. Since many students will not be able to attend the UC, the state is expecting the community college to fill this need.

The motion carried. The next step will be to present the proposal to College Council.

President's Report

President-Elect, Matt Crow, reported for Rachel Winston

Department Chair Election Report:

Communications: Cliff Davis

Math: Dean Bernsten

Science: Shannon Bliss

PE: Dick Adams

Industrial Arts: Jim O'Connor (still needs to be verified since he's an adjunct)

CIS/Business: Karen O'Connor

Public Services: Possibly Steve Bisby, but no election information available at this time

Media Arts: Suzie Ama the first year, Lisa Darty the following year

Basic Skills: Bonita Robison

Classified Staff Member of the Year – Vote

The following people were nominated: Rudy Solidarios, The Whole Maintenance Department, Don Seymour, Sherri Windish, and Inge Olson.

Classified Staff Member of the Year: Inge Olson

LAC Support for summer:

Dr. Fay stated there would be LAC support for summer classes though the specifics were still in the works.

Treasurer's Report: none

Standing Committee Reports

Curriculum/ Instruction Council

Dennis VanderWerff reported that the board approved Curricu-net – a web based program to improve curriculum. He will attend the next district meeting where implementation of the program will be discussed. The greatest concern is that the new program maintains three separate colleges.

Information Item: The senate approved the industrial program. The Chancellor's office also pre-approved the program 24 hours after it passed CIC. A change in the program makes the solar and wind emphasis separate, and for the time being deletes the Power Plant emphasis until it is fully developed.

Thanks to Valerie Karnes for the development of an advisory committee who contributed to the development of course development. The Wind Technology program at Cerro Coso has attracted national and International notice.

The employer summit was a directed result of local employers' desire to hire local residents. Employers are now hiring students who graduate from this program.

Program Review Committee – none

Equivalency Committee – none, but the question of equivalency for an AA was brought up. Matt Crow stated that this was tabled at the last State Senate meeting. The recommended proposal from the State Academic Senate to the Board of Governors was that employees must have an AA degree to work at a community college.

Petitions Committee – none, but they are meeting later today.

Honors Committee

John Stenger-Smith reported they had a wonderful celebration on Sunday recognizing groups of students who are graduating.

Strategic Planning Committee

At the last College Council meeting Dr Retterer passed out the strategic plat with holes to be filled in by staff and faculty. This was also emailed to all full-time faculty. This plan focuses on what we should be doing to meet specific goals. Dr. Retterer would appreciate everyone's input by Thurs, May 7th 2009.

Calendar Committee

Shannon Bliss distributed a copy of plan she submitted at the last committee meeting. The proposal is three 14-week semesters and one 7 week intercession. She distributed a copy of an outline of the program for the next three years.

Jill Board asked if this was a Cerro Coso only plan. Shannon stated that at this time it was being discussed at Cerro Coso but if the plan is considered as an option in the future it would be presented to other colleges/campuses as well.

Jill Board stated that she would investigate the details of moving from a semester to a trimester college.

Pedagogy and Technology Committee – none

Ad Hoc Committee Reports

Ad Hoc Diversity Committee: Report by Dennis VanderWerff

Regarding a modification of the general Education requirement for Diversity, Dennis VanderWerff stated that he has spoken one-on-one with a number of faculty, including members of the Diversity Ad Hoc Committee about the issues raised since Committee's first recommendation. It became clear to Dennis that

1. The diversity requirement should be maintained because diversity is an institutional value
2. The diversity requirement makes an important statement about faculty values
3. The evidence reviewed by the Ad Hoc Committee is external, reflecting the existence of diversity requirements in other California community colleges, public, and private universities
4. Cerro Coso lacks data specific to the effectiveness of its diversity requirement.

In addition to the above, the State Academic Senate recently adopted a resolution encouraging local curriculum committees to review Title 5 general education requirements for ethnic studies to assess compliance and, if necessary, to consider the ways to meet the requirements.

Dennis VanderWerff therefore proposed that:

1. The Academic Senate reaffirm the existing criteria for the Cerro Coso general education diversity requirement
2. The list of courses satisfying the diversity requirement include ART C101 and MUSC C173 as approved by CIC consistent with existing guidelines
3. The Academic Senate commit, over the next two semester, at a minimum, to plan to gather data on the effectiveness of the existing diversity requirement
4. Modification of the diversity requirement be based on locally produced evidence of the effectiveness of the existing requirement
5. The Academic Senate review its 2003 recommendations for implementation of the diversity requirement to ensure compliance.

Tom Foggia stated that in order for data to be comprehensive, external as well as internal needs to be considered. He also asked for a clarification of “effectiveness.” Does it apply to breadth or depth? He believed the committee would first have to define this requirement before it could be implemented.

It was stated that most of Cerro Coso’s diversity courses do not meet UC/CSU requirements because they are not upper division courses. However, many colleges will accept the lower division courses if students petition.

Tom Foggia stated that rather than look at how to exclude classes we need to look at what we have that meets the diversity requirement. He also stated that a vote for or against the proposal would not change numbers 1 and 2, but in order to meet the 3, 4, and 5 a classification needs to be made that clearly defines the terms, particularly whether we approach this from a breadth or depth standpoint.

After much discussion, Mary O’Neal called for the question. Dennis VanderWerff seconded. Motion carried.

Dennis VanderWerff moved the Senate accept his proposal. Mary O’Neal seconded. Motion carried.

Mary O’Neal relinquishes the chairmanship of the Diversity Ad Hoc Committee.

Winter Intersession Planning – Janis Jamison volunteered to chair the committee.

Commencement: May 15’ 2009.

Adjourn: 1:38 pm

Agenda

Call to Order

Approval of Agenda

Approval of Minutes: 3 September 2009

Open Forum (Five Minutes) Members of the public may make a statement addressing the Senate

Action Items:

Unfinished Business: Call for volunteers for the Calendar Committee. May result in an appointment.

New Business:

Reports (only for those who have a report)

President's Report:

Volunteers of Presidential Hiring Committee. We need three faculty volunteers. From those who volunteer, I will make appointments to be approved by Executive Council. Deadline is 18 September 2009.

Volunteers for Luminis testing (4 or 5 not necessarily techies)

Referral of the issue of online classes on off campus servers to Pedagogy and Technology for consideration.

Administrative Report

Union Report

Treasurer's Report

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council: Proposal for Advisory Committee for Educational Services. Dennis is sending information.

Program Review Committee

Equivalency Committee

Petitions Committee

Honors Committee

Strategic Plan Committee

Calendar Committee

Pedagogy and Technology Committee

Ad Hoc Committee Reports (none)

Other Reports (only for those who have a report)

Professional Development Committee

District Distance Education Task Force

College Council

TRT Committee

Safety Committee

Commencement Committee

Announcements

Adjourn

Academic Senate
Thursday, 8 October 2009
IWV 604, MESCC 206, BESCC 122, KRV 2
12:30 – 1:30

Agenda

Call to Order

Approval of Agenda

Approval of Minutes: 17 September 2009

Open Forum (Five Minutes)

Action Items:

Unfinished Business:

CIC: Proposal for Advisory Committee for Educational Services

New Business:

1. Recommendation from the Pedagogy and Technology Standing Committee: The Pedagogy and Technology Standing Committee recommends that the College:
Adopt Moodle as its standard, supported course management system
Use the College's Moodle course management system as the first point of entry into all online courses offered by the College (*recommend implementation by CC Online Staff by Spring 09*)
Continues to provide for static web content hosting on its FrontPage servers (or finds a suitable substitute)
Provide training opportunities for current online support staff to support the Moodle environment (*recommend inclusion in CC Online Unit Plan to implement by Fall 08*)
Create training materials and/or classes for new Moodle instructors, for instructors that are currently teaching their first Moodle class, and for instructors that have taught with Moodle previously (*recommend implementation by appropriate faculty and staff by Spring 09*)
Create a standard, consistent, minimum-template for Moodle use that includes easy access to content hosted elsewhere and includes several approved themes (*recommend implementation by Pedagogy and Technology Committee with input from appropriate faculty and staff by Fall 08*)
Create a template letter for online instructors to send to students prior to the first week of class welcoming them to the class and instructing them of the login process, etc. (*recommend implementation by Pedagogy and Technology Committee by Spring 08*)
2. Board of Governors online survey.
3. John Stenger-Smith: Chemical Hygiene Plan

Reports(only for those who have a report)

President's Report :

Appointments: Presidential Screening Committee: Matt Crow, Cheryl Gates,
Heather Ostash

KRV Director Screening Committee: Gayle Whitlock, Shannon
Bliss

Vacancies: College Council: Two positions, CTE and Academic

Academic Senate
Thursday, 8 October 2009
IWV 604, MESCC 206, BESCC 122, KRV 2
12:30 – 1:30

Administrative Report
Union Report
Treasurer's Report
Standing Committee Reports (only for those that have a report)
 Curriculum and Instruction Council
 Program Review Committee
 Equivalency Committee
 Petitions Committee
 Honors Committee
 Strategic Plan Committee
 Calendar Committee: 2010-11 Academic Calendar
 Pedagogy and Technology Committee

Ad Hoc Committee Reports (only for those that have a report)

Other Reports (only for those who have a report)

Professional Development District Distance Education Task Force
College Council
TRT Committee
Safety Committee
Commencement Committee

Announcements

Adjourn

Agenda

Call to Order

Approval of Agenda

Approval of Minutes: 8 October 2009

Open Forum (Five Minutes)

Action Items:

Unfinished Business:

1. Approval of the Pedagogy and Technology Committee recommendation that reaffirms the statement on Moodle Policy. (See supporting document)
2. Approval of the Adoption of the Chemical Hygiene Plan.
3. Approval of the 2010-11 Academic Calendar submitted by Calendar Committee. (See supporting Document)

New Business:

1. Approval of a curriculum resolution adopted by Bakersfield and Porterville College Academic Senates(see supporting document)
2. ITV upgrades to establish Academic Senate's position.
3. Draft of procedure for prioritizing faculty hiring process.

Reports (only for those who have a report)

President's Report:

1. Faculty volunteers still needed for Accreditation Steering Committee: one from CTE and one from Academics.
2. Two volunteers needed for the Safety Committee.
3. Waitlist Recommendation (See supporting Document)

Administrative Report

Union Report

Treasurer's Report

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council

Program Review Committee

Equivalency Committee

Petitions Committee

Honors Committee

Strategic Plan Committee

Calendar Committee: 2010-11 Academic Calendar

Pedagogy and Technology Committee

Ad Hoc Committee Reports (only for those that have a report)

Other Reports (only for those who have a report)

Professional Development

District Distance Education Task Force

College Council

TRT Committee

Safety Committee

Commencement Committee

Announcements

Adjourn

Agenda

Call to Order

Approval of Agenda

Open Forum (Five Minutes)

Administrative Report:

Action Items:

New Business:

ITV Resolution:

Whereas, the faculty through the Academic Senate of Cerro Coso College have expressed concern over the proposed expenditure on ITV upgrades, and

Whereas, the method of delivery for instruction is a matter of curriculum and therefore the purview of Academic Senate,

Be It Resolved that Academic Senate of Cerro Coso oppose moving ahead with any expenditure on ITV until a more thorough cost benefit analysis be examined to facilitate a decision that best meets the needs of the college's instructional programs.

Wait List Recommendation:

Recommendation: For the first year set the waitlists to 30 for the onsite classes and 45 for the online classes, to allow for data collection. This approach can be adjusted for the fall semester, if there are unforeseen problems. Students will be educated on evaluating their realistic chances of getting into a course, depending on their position on the waitlist.

Recommendation- For onsite classes, students will be dropped if they are registered or on the waitlist and they do not show up for the first day of class. For online classes, students will be dropped if they have not logged in by the end of the second day of class. Classes that do not begin as full classes will be open for registration through the first week of the semester or until they close.

Recommendation: Instructors will be able to add up to five (5) students to their class sizes.

Recommendation: Waitlists will be zeroed out after the first week of class.

Recommendation: Website instructions have been generated; the instructions need to be placed in a more user-friendly place; advertising will be decided at a later Implementation meeting. Advertising will focus on students updating/reviewing email, to eliminate lost communication.

Announcements

Adjourn

Academic Senate
Thursday, 22 October 2009
IWV 604, MESCC 206, BESCC 122, KRV 2
12:30 – 1:30

Agenda

Call to Order

Approval of Agenda

Approval of Minutes: 22 October 2009, Special Meeting 30 October 2009

Open Forum (Five Minutes)

Action Items:

Unfinished Business:

Postponement of the procedure for prioritizing faculty hiring process.

New Business:

1. Input on Resolutions for ASCCC Plenary Session.
2. Approval of Revisions to Board Policy 4B6 and 4C1.(See supporting documents)

Reports (only for those who have a report)

President's Report:

1. Faculty volunteers still needed for Accreditation Steering Committee: one from CTE and one from Academics.
2. Call for faculty chairs to submit requests to hire faculty for consideration at the next Senate meeting. This is an attempt to anticipate possible hiring announcements.
3. Volunteers to run for President –elect as Mary O'Neal is stepping down in six weeks.

Administrative Report

Union Report

Treasurer's Report

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council

Program Review Committee

Equivalency Committee

Petitions Committee

Honors Committee

Strategic Plan Committee

Calendar Committee:

Pedagogy and Technology Committee

Ad Hoc Committee Reports (only for those that have a report) No Ad Hoc at present.

Other Reports (only for those who have a report)

Professional Development

District Distance Education Task Force

College Council

TRT Committee

Safety Committee

Commencement Committee

Announcements

Adjourn

Agenda

Call to Order

Approval of Agenda

Approval of Minutes: Special Meeting 30 October 2009, 5 November 2009

Open Forum (Five Minutes)

Action Items:

Unfinished Business:

Submission of requests to hire (submissions will be voted on at the next session)

New Business:

Discussion of Board Policy Revisions (see attached supporting documents)

Reports (only for those who have a report)

President's Report:

1. Report from ASCCC Plenary Session.
2. Volunteers to run for President-elect as Mary O'Neal is stepping down in four weeks.
3. Committee to draft a hiring request procedure.

Administrative Report:

Union Report

Treasurer's Report

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council

Program Review Committee

Equivalency Committee

Petitions Committee

Honors Committee

Strategic Plan Committee

Calendar Committee:

Pedagogy and Technology Committee

Ad Hoc Committee Reports (only for those that have a report)

No Ad Hoc Committees at present.

Other Reports (only for those who have a report)

Professional Development

District Distance Education Task Force

College Council

TRT Committee

Safety Committee

Commencement Committee

Announcements

Adjourn

Agenda

Call to Order

Approval of Agenda

Approval of Minutes: 19 November 2009 (see attached document)

Open Forum (Five Minutes)

Action Items:

Unfinished Business:

Consideration of requests to hire (see attached supporting documents).

New Business:

Reconsideration of Resolution on change to final schedule (a resolution passed last year)

Input on Strategic Plan

Reports (only for those who have a report)

President's Report:

1. Need for a President-elect.
2. Flex-day activities

Administrative Report:

Union Report

Treasurer's Report

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council

Program Review Committee

Equivalency Committee

Petitions Committee

Honors Committee

Strategic Plan Committee

Calendar Committee:

Pedagogy and Technology Committee

Ad Hoc Committee Reports (only for those that have a report)

No Ad Hoc Committees at present.

Other Reports (only for those who have a report)

Professional Development

District Distance Education Task Force

College Council

TRT Committee

Safety Committee

Commencement Committee

Announcements

Adjourn

Agenda

Call to Order

Approval of Agenda

Approval of Minutes: 10 December 2009 (see attached document)

Open Forum (Five Minutes)

Action Items:

Unfinished Business:

None

New Business:

None

Reports (only for those who have a report)

President's Report:

1. Need for a President-elect.
2. Commencement:
3. CIC Chair:
4. Departmental Reorganization
5. Report from District Consultation Council

Administrative Report:

Union Report

Treasurer's Report

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council

Program Review Committee

Equivalency Committee

Petitions Committee

Honors Committee

Strategic Plan Committee

Calendar Committee:

Pedagogy and Technology Committee

Ad Hoc Committee Reports (only for those that have a report)

Final Schedule Committee:

Other Reports (only for those who have a report)

Professional Development

District Distance Education Task Force

College Council

TRT Committee

Safety Committee

Commencement Committee

Announcements

Adjourn

Agenda

Call to Order

Approval of Agenda

Approval of Minutes: 11 February 2010 (see attached document)

Open Forum (Five Minutes)

Action Items:

Unfinished Business:

New Business:

Election of President-elect: There are two nominees: Jon Heaton and Kimberlee Kelly-Schwartz. Any other nominations? The election will take place next senate meeting.

Reports (only for those who have a report)

President's Report:

1. District Instructional Technology Council member needed
2. Status of Hirings: Math, Science, and President
3. Report for District Consultation Council

Administrative Report:

Union Report

Treasurer's Report

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council

Program Review Committee

Equivalency Committee

Petitions Committee

Honors Committee

Strategic Plan Committee

Calendar Committee:

Pedagogy and Technology Committee

Ad Hoc Committee Reports (only for those that have a report)

Final Schedule Committee:

Ad Hoc Committee on Departmental Reorganization

Other Reports (only for those who have a report)

Professional Development

District Distance Education Task Force

College Council

TRT Committee

Safety Committee

Commencement Committee

Announcements

Adjourn

Agenda

Call to Order

Approval of Agenda

Approval of Minutes: 11 February 2010 (see attached document)

Open Forum (Five Minutes)

Action Items:

Unfinished Business:

New Business:

Election of President-elect: There are two nominees: Jon Heaton and Kimberlee Kelly-Schwartz. Any other nominations? The election will take place next senate meeting.

Reports (only for those who have a report)

President's Report:

1. District Instructional Technology Council member needed
2. Status of Hirings: Math, Science, and President
3. Report for District Consultation Council

Administrative Report:

Union Report

Treasurer's Report

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council

Program Review Committee

Equivalency Committee

Petitions Committee

Honors Committee

Strategic Plan Committee

Calendar Committee:

Pedagogy and Technology Committee

Ad Hoc Committee Reports (only for those that have a report)

Final Schedule Committee:

Ad Hoc Committee on Departmental Reorganization

Other Reports (only for those who have a report)

Professional Development

District Distance Education Task Force

College Council

TRT Committee

Safety Committee

Commencement Committee

Announcements

Adjourn

Agenda

Call to Order

Approval of Agenda

Approval of Minutes: 11 February 2010 (see attached document)

Open Forum (Five Minutes)

Action Items:

Unfinished Business:

Resolution affirming PC and BC resolution(see supporting document)

Election of President-elect: Jon Heaton has withdrawn his nomination. Senate will need to affirm Kim Kelly-Schwartz

New Business: none

Reports (only for those who have a report)

President's Report:

Presidential Candidate Forum:

Hiring:

Administrative Report:

Union Report

Treasurer's Report

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council

Program Review Committee

Equivalency Committee

Petitions Committee

Honors Committee

Strategic Plan Committee

Calendar Committee:

Pedagogy and Technology Committee

Ad Hoc Committee Reports (only for those that have a report)

Final Schedule Committee:

Ad Hoc Committee on Departmental Reorganization:

Other Reports (only for those who have a report)

Budget Committee: Corey Marvin will have a report

Professional Development

District Distance Education Task Force

College Council

TRT Committee

Safety Committee

Commencement Committee: Norm Stephens: Commencement needs: 5 ushers, 2 readers,

Grand Marshall, student speakers(2 IWV, 1 South Kern), alumni speaker

(nominations to Joann Clark)

Jill Board and Dave Cornell estimate a need for 50 medallions. We have one remaining. Cost last year was \$10.15 per.

Announcements: A reminder that the next meeting is a Tuesday meeting, 30 March 2010.

Adjourn

Agenda

Call to Order

Approval of Agenda

Approval of Minutes:

Open Forum (Five Minutes)

Action Items:

Unfinished Business: Commencement Committee: Nominations for graduation: student speakers— 2 from IWV, 1 from KRV, Faculty Marshall, still need three ushers

New Business: Faculty Chair Elections: Humanities, Visual & Performing Arts, Social Science, Counseling, Library, Child Development and Education

Reports (only for those who have a report)

President's Report:

Presidential Candidate Forum:

Hiring:

Bakersfield College Academic Senate's challenge to zero budgeting.

Administrative Report:

Union Report

Treasurer's Report

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council

Program Review Committee

Equivalency Committee

Petitions Committee

Honors Committee

Strategic Plan Committee

Calendar Committee:

Pedagogy and Technology Committee

Ad Hoc Committee Reports (only for those that have a report)

Final Schedule Committee:

Ad Hoc Committee on Departmental Reorganization:

Other Reports (only for those who have a report)

Budget Committee: Corey Marvin will have a report

Professional Development

District Distance Education Task Force

College Council

TRT Committee

Safety Committee

Commencement Committee: see unfinished business

Announcements:

Adjourn

Academic Senate
Tuesday, 15 April 2010
IWV 604, MESCC 206, BESCC 122, KRV 2
12:30 – 1:30

Agenda

Call to Order

Approval of Agenda

Approval of Minutes:

Open Forum (Five Minutes)

Action Items:

Unfinished Business: Commencement: Two nominations for faculty marshal are Don Rosenberg and Dennis VanderWerff. No nomination for Student Speaker as yet. Emily Roncase, Rose Wall. Any others.

Faculty Chair Elections: Humanities, Visual & Performing Arts, Social Science, Counseling, Library, Child Development and Education should be ready for announcement.

New Business: ASCCC Plenary Session Resolutions:
Nominations for executive council
Nominations for classified employee of the year.
Resolution honoring Dr. Retterer on her retirement
Moodle Template Resolutions

Reports (only for those who have a report)

President's Report:

Hiring:

Make 22 April 2010 a special meeting primarily to consider the recommendation of the ad hoc committee on chair reorganization

Administrative Report:

Union Report

Treasurer's Report

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council

Program Review Committee

Equivalency Committee

Petitions Committee

Honors Committee

Strategic Plan Committee

Calendar Committee:

Pedagogy and Technology Committee

Ad Hoc Committee Reports (only for those that have a report)

Final Schedule Committee:

Ad Hoc Committee on Departmental Reorganization:

Other Reports (only for those who have a report)

Budget Committee: Corey Marvin will have a report

Professional Development

District Distance Education Task Force

College Council

TRT Committee

Safety Committee

Commencement Committee: see unfinished business

Announcements:

Adjourn

Agenda (special meeting)

Call to Order

Approval of Agenda

Approval of Minutes:

Open Forum (Five Minutes)

Action Items:

Unfinished Business: Classified staff of the year selection: those nominated are Kristie Lowe, M & O, and Dawn Fidel

Election of Executive Council: those declaring candidacy are president, Matt Crow; president-elect, Kimberlee Kelly Swartz; secretary, Laura Vasquez; member at large, Heather Ostash; treasurer, Cheryl Gates.

Resolution Honoring Mary Retterer on her retirement

New Business: New business review and discussion of recommendations of the ad hoc committee on department reorganization. (The majority of the meeting is intended to be dedicated to this issue.)

Reports (only for those who have a report)

President's Report: Hiring: Approval of appointments to the V.P. Student Services Screening Committee.

Administrative Report:

Union Report

Treasurer's Report

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council

Program Review Committee

Equivalency Committee

Petitions Committee

Honors Committee

Strategic Plan Committee

Calendar Committee:

Pedagogy and Technology Committee

Ad Hoc Committee Reports (only for those that have a report)

Final Schedule Committee:

Ad Hoc Committee on Departmental Reorganization:

Other Reports (only for those who have a report)

Budget Committee: Corey Marvin will have a report

Professional Development

District Distance Education Task Force

College Council

TRT Committee

Safety Committee

Commencement Committee: see unfinished business

Announcements:

Adjourn

Academic Senate
Thursday, 13 May 2010
IWV 604, MESCC 206, BESC 122, KRV 2
12:30 – 1:30

Agenda

Call to Order

Approval of Agenda

Approval of Minutes:

Open Forum (Five Minutes)

Action Items:

Unfinished Business: Resolution honoring Dr. Retterer on her retirement (see attachment)
Vote on Ad Hoc Committee Department Reorganization recommendation.

New Business: Evaluation of 2009-2010 goals. Goals for 2010-2011

Reports (only for those who have a report)

President's Report:

Administrative Report:

Union Report

Treasurer's Report

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council

Program Review Committee

Equivalency Committee

Petitions Committee

Honors Committee: Christine Swiridoff has a report.

Strategic Plan Committee

Calendar Committee:

Pedagogy and Technology Committee

Ad Hoc Committee Reports (only for those that have a report)

Final Schedule Committee:

Ad Hoc Committee on Departmental Reorganization: see unfinished business

Other Reports (only for those who have a report)

Budget Committee: Corey Marvin will have a report

Professional Development

District Distance Education Task Force

College Council

TRT Committee

Safety Committee

Commencement Committee: see unfinished business

Announcements:

Adjourn

Academic Senate
Thursday, September 3, 2009
IWV 604, MESCC 206, BESCC 122, KRV 2
12:30 – 1:30

Minutes

Call to Order: 12:32pm by Pres-Elect Matt Crow

Approval of Agenda: No changes; agenda approved

Approval of Minutes: No changes; minutes approved

Senate Attendees: Dick Bernsten, Shannon Bliss, Jill Board, Lisa Darty, Cliff Davis, James Fay, John Heaton, Karee Hamilton, Debby Kurti, Corey Marvin, James O'Connor, Karen O'Connor, Mary O'Neal, Heather Ostash, Mary Peoples, Bonita Robison, Steve Rogers, John, Stenger-Smith, Christine Swiridoff, John Tittle, Dennis VanderWerff, Laura Vasquez

Open Forum: none

Reports:

Presidents Report: Matt Crow called attention to new 2009-2010 Academic Senate goals. Goals have already been approved by Executive Council and now need approval by Senate. The new goals are as follows:

- Provide leadership to ensure the integrity of the Program Review process
- Evaluate and improve the process by which the Academic Senate conducts business
- Encourage participation in the State Academic Senate
- Resolve the issues of the Nursing and Basic Skills faculty chairs.

Dennis motioned to adopt new goals; second, Mary Peoples

Discussion: Shannon noted that without college wide goals these goals seem broad, but they do fit into the second goal which would allow us to form the processes to be evaluated. Matt stated that the goals were purposely vague in order to establish more specific goals.

Motion approved

Committee vacancies: CIC needs a member from Social Sciences/Humanity. Mary Peoples volunteered. Senate approved. It was also noted that Claudia Sellers replaced David Miller, and Steve Rogers replaced YihFen Chen.

Equivalency also has one opening: Lucia Gonzalez-Cirre, John Heaton, and Loren Sandvik volunteered. Matt stated he would bring his nomination before Executive Council for a vote.

New agenda format: Matt proposed a new format agenda. The new agenda would move action items after open forum. If anyone has an action item, it needs to be published on the agenda before a vote can be taken, otherwise items can be introduced and voted at the next meeting. Any committees that have a report were requested to notify Matt so it could be placed on agenda. Shannon Bliss moved to accept new agenda; second, Karen O'Connor

Discussion: Dennis stated that unfinished/new business is part of action items and needed to be moved back. It was also suggested that the president ask whether any committees have a report rather than listing each committee on the agenda.

Motion approved

Matt Crow stated that the district will not fund winter intercession and therefore suggested that we suspend the current winter intercession classes.

Mary O'Neal moved, Shannon Bliss seconded

Discussion: The question was raised about running tutor training and trip classes outside of campus. Jim Fay stated that if outside of campus it may be a possibility. The problem with running intercession courses is that it would put us over our target FTEs by taking away from our already tight spring schedule.

Motion approved

Academic Senate has received a donation request, up to \$50, to buy condiments, lettuce, and tomatoes for Staff Recognition Day.

Motion made by John Steger-Smith; second, Christine Swiridoff. Motion carried

Administration Report:

Jim Fay stated that we will be getting money to replace the TTIP funds to buy online databases for next year. Some databases would be eliminated but we would retain those needed for English and most research projects. Dennis said he would publish the list when it is available.

A bill by Senator McCarthy which earmarks \$250,000 for renewable energy has passed the House and looks like it will pass Senate. Cerro Coso should see at least one-quarter of this money.

Barbara Boxer is also working on a 13.7 million dollar alternative energy proposition.

Dr. Fay noted that the tribes of Bishop have received two million dollars in grant money to train workers in alternative energy. Cerro Coso may assist in that training. Additionally, Cerro Coso is in the process of drafting a Letter of Intent to participate with this tribe in an additional \$1.3 million grant.

Jim Fay stated that at the last Executive Council meeting there was a concern about faculty using an outside server to access Moodle. While it is okay to link a college Moodle page to an outside source such as Front Page, all Cerro Coso online courses must be linked to the college server to maintain academic integrity and to ward off potential problems.

The State Chancellor's office requested a survey be taken by all students in online classes. The survey was placed on online sites without the instructors' knowledge and students were told the survey was mandatory. There was a concern that the questions asked were evaluative in nature and questions about how those surveys would be used. It was also noted the problem was that the survey does not adhere to the contractual agreement. Jim Jay apologized for the lack of communication and stated that the surveys have been removed pending further investigation.

Jim Fay also noted there was a stabbing on campus on the afternoon of 9/2/2009. The question rose: Why were faculty not notified? Some faculty members found out from their students or people outside of campus, others were hearing about this for the first time at Senate. Shannon Bliss stated that faculty continually feel disenfranchised regarding safety issues. Jim Fay stated that the college had failed in the notification process regarding this incident. It was agreed that faculty and the community need to be informed of such incidents.

Jill Board's report (read by Matt Crow): Cerro Coso will be implementing automated wait listing beginning with the Spring 2010 semester. Therefore she is seeking faculty volunteers to assist in the developing of our training tools, participate in an advisory fashion, and help some training or be a resource for other faculty who may need assistance in using the Banweb waitlist feature.

Jill stated that by implementing this feature we will have additional data for enrollment management. Additionally, while we stopped advertising "late registration" we have not actually formally closed all classes until the end of the first week of school. Beginning Spring term, the seats for all classes will be set to zero on the first day of classes which then allows the faculty to accept students into the classes who are on the waitlist. This process nearly eliminates the "late adds at the window in A&R" through the signature during the first week of school, although I am positive there are exceptions to this.

Overall, the advisory members will review the practices that will need to change, how the other two colleges have done that, agree upon how we will deal with the changes and begin training faculty to use the product beginning October. Two or Three faculty would be great, or if you have an existing sub-committee that may be appropriate to take on this task, that would work as well.

Lisa Darty, John Tittle, Corey Marvin, and Christine Swiridoff volunteered to be on the sub-committee.

Union Report: This years executive members at Cerro Coso:

Shannon Bliss: Chair

Laura Vasquez – representative / membership

Debbie Lessany-Abdi – part time representative

Shannon reiterated faculty rights as stated in Article 14: "All faculty have the right to CCA representation in meetings with College or District administration where faculty reasonably believe that such meetings may lead to disciplinary action."

There is also a new evaluation process for part-time faculty. And there has been a change in Mode A evaluations. All evaluations will now be conducted in the fall.

Treasurer's Report: none

Dues have been \$25.00. Motion made: John Stenger-Smith; second, Shannon Bliss to keep the dues at \$25.00

Motion carried

Standing Committee Reports:

Program Review: Valerie Karnes would like to hold a program review meeting on the 11th. More information to follow at Faculty Chairs.

Calendar Committee: With the elimination of winter intersession, and the absence of an ad hoc winter intersession committee, the calendar committee can look at this issue further. The committee will be evaluating the past 12 week summer session. A suggestion was made as to the need to evaluate the effectiveness of intersession. A further suggestion was made to task Calendar committee with the evaluation. Shannon Bliss indicated that membership of Calendar Committee would need to increase if so tasked. Matt Crow said he would defer that discussion to Academic Senate Executive Council.

No announcements

Meeting adjourned at 1:32

Academic Senate
Thursday, 17 September 2009
IWV 604, MESCC 206, BESCC 122, KRV 2
12:30 – 1:30

Call to Order: 12:31pm

Approval of Agenda: No changes, agenda approved

Approval of Minutes: No changes; minutes approved

Senate Attendees: Dick Adams, Dean Bernsten, Shannon Bliss, Jill Board, Jim Fay, Pam Godfrey, Kim Kelly, Debby Kurti, Michael Metcalf, Karen O'Conner, Mary O'Neal, Heather Ostash, Bonita Robison, Paula Suarez, Christine Swiridoff, Penny Talley, John Tittle, Dennis VanderWerff, Laura Vasquez

Open Forum: none

Reports

President's Report:

Unfinished Business: Calendar committee is calling for another volunteer to help analyze data from summer intercession. Laura Vasquez volunteered.

Three faculty volunteers need for the Presidential Hiring Committee: From those who volunteer, Matt Crow will make appointments to be approved by Executive Council. Deadline is 18 Sept 2009. Volunteers: Dick Adams, Shannon Bliss, Cheryl Gates, Heather Ostash, Norm Stephens, Kim Kelly, Jan Moline

KRV Site Director screening committee also needs volunteers. Volunteers: Shannon Bliss, Gary Enns, Gayle Whitlock, Penny Talley

Jim Fay would like volunteers for Luminis testing (4 or 5 volunteers, especially non-technical faculty, staff). Dick Adams volunteered. Matt Crow will send out an email for more volunteers.

Administrator's Report:

Jim Fay reported on projected Spring classes. So far, the number of classes being offered is down from last year. The budget will be reviewed again next week and he is hopeful more sections will be added.

Jill Board reported that Student Services is working with the K-16 bridge program to increase interest in the community college. The website is currently being enhanced.

Jill also reported that from the last State Chancellor's report, categorical funds are down which affects Matriculation especially. Matriculation funds are down 62% this year and due to the relaxation of regulations these funding sources may not be around next year. Assessment has

already been moved to the general fund. The Matriculation advisory committee meeting will be crucial since these funds are so flexible.

Union Report:

Shannon Bliss stated there was a question as to whether the KRV site director position would be an administration position rather than a faculty position as it had been previously. The site director position was previously paid as “professional expert.” However, Shannon stated that CCA is not pursuing the issue at this time.

A negotiator is still needed from Cerro Coso to represent our college. Shannon stated she would fill in for the Fall if no one steps forward, but she is not available to continue in the spring.

Treasure’s Report: none

Standing Committees:

Pedagogy and Technology: Committee members: Matt Hightower, Heather Ostash, Dennis VanderWerff, Shannon Bliss, and Debby Kurti. The question of teaching online classes from off campus servers has been referred to the committee for consideration.

Curriculum and Instructional: Dennis will be sending out information on a proposal for Advisory Committee for Educational Services. Dennis stated Curricu-Net will be good for individual colleges as well as the district. It will give faculty a strong voice in the district and as individual college.

Technology Learning Council: Debby Kurti reported that the college is in the process of activating student emails as the primary email account. Instructions are provided to students on how to activate their account. There are still some glitches in the program, but it is expected to be fully operational by January. All official information will be sent to college email addresses. Alternative email addresses will not be an option.

Professional Development Committee:

Karen O’Connor read a report from Margret Hunter. The committee is currently working with Jill Board to implement iStreams. The committee is still looking for a student volunteer. The Sept. 25th professional development will be on two regulations, the 50% law and 75/25 (FTFO) led by Mary O’Neal.

Announcement:

A question was brought up about informing part-time faculty when they are getting an award. Many award recipients were not aware they were receiving an award until the last minute. Jill Board stated she would forward a recommendation to the oversight committee asking that invitations be sent out early.

Meeting Adjourned: 1:10pm

Academic Senate
Thursday, 8 October 2009
IWV 604, MESCC 206, BESCC 122, KRV 2
12:30-1:30

Call to Order: 12:38 pm

Approval of Agenda: No changes, agenda approved

Approval of Minutes: No changes: minutes approved

Senate Attendees: Dick Benson, Dean Bernsten, Shannon Bliss, Steven Busby, Jim Fay, Cheryl Gates, Pam Godfrey, Debby Kurti, Karen O'Conner, Mary O'Neal, Heather Ostash, Bonita Robison, Steve Rogers, Claudia Sellers, John Stenger-Smith, Norm Stevens, Paula Suarez, Penny Talley, Dennis VanderWerff, Laura Vasquez

Open Forum: none

Reports:

President's Report:

Unfinished Business: Dennis moved that we accepted CIC's Proposal for Advisory Committee for Educational Services. Norm Stevens seconded, motion carried.

New Business: The Pedagogy and Technology Standing Committee recommended we affirm the existing policy in its entirety. The committee is open to meeting with administrators to discuss their concerns, but they believe the current policy answers concerns of administration. A vote will be taken at the next Academic Senate meeting.

Board of Governor's online survey: This is from the state Chancellor's office. Dr. Fay stated that we have to implement it. The state Chancellor's office believes this is the best way to get feedback from distance education students. Senate consensus is to implement the survey during weeks 13 through 15.

Chemical Hygiene Plan: John Stenger-Smith presented a state chemical policy. Cerro Coso has adopted a policy from the University of Pennsylvania. The policy will be posted on the website. All staff and faculty need to acknowledge they have read it and been trained.

President's Report:

Presidential appointments have been made as follows:

Presidential Screening Committee: Matt Crow, Cheryl Gates, Heather Ostash
KRV Director Screening Committee: Gayle Whitlock, Shannon Bliss

There are still two vacancies on College Council (CTE and Academic). Mary O'Neal and Claudia Sellers volunteered to serve.

A volunteer is also needed for the Budget Allocation Review committee.

Administrative Report:

Dr. Fay reported that the college is anticipating a possible 5% mid-year cut. Gail has proposed the money come from childcare. Discussion followed.

Union Report:

Election has been postponed until someone steps forward as secretary. Paula Suarez has volunteered to work on negotiations beginning in spring.

Calendar Committee:

Shannon Bliss presented the proposed academic calendar for fall of 2010. Important issues discussed by the committee included:

- Our calendar is in complete agreement with the District proposed calendar for Fall term. This includes Veteran's Day on November 11th, which is the official holiday (important for our veterans).
- Spring term only varies from the District's in that we have moved Spring Break to coincide with Sierra Sands. Chances are KRV and ESCC will be different; I think we need to reiterate our need for our administrators to network with our feeder schools to come up with consensus dates on this holiday period, and as a Senate, we need to follow up through the year.
- Summer term starts one week later than the District proposal and is extended from 10 weeks to 11. We moved it back to give more time for counseling, financial aid, A&R to transition between terms. This would also be the suggested time for any Moodle updates. We have extended the summer session to 11 weeks as a compromise between need for support for longer term classes and consistency vs. trying to be similar to district and the desire to put in 2 weeks between Spring and Summer. We have added to the Summer term a start date for shorter classes as June 13th. The intention is to have only two dates that classes start during the Summer- May 31st and June 13th. This was based on feedback from students that it was difficult to have so many different start times.

Some additional notes:

- Students response from the ASCC was they liked having an option of two 6 weeks sequential classes. Our current calendar draft will not allow this. We could start Spring a week earlier and fit in a full 12 week summer session with similar parameters to this draft.
- Students were disappointed that there were not more 12 week course options, so this is something we should address as we schedule classes for summer.
- Veterans may not receive full time status for purposes of maximum pay for summer if the classes they take on not on the same timeline of start and end dates. So, again during scheduling, we need to pay attention to having broad slates of classes that are on the same time frame.

Any suggestions, questions or concerns should be addressed to the calendar committee through email.

Committee Reports:

Instructional Technology Subcommittee met today. The focus was specifically on adopting a campus wide course management system. If we do not choose one by January the district will choose one for us. The subcommittee's goal is to first develop a policy level statement, then determine the specific needs of each entity for distance education and how many sections are

taught overall, at each site – online, hybrid, and face-to-face classes that use a course management system.

Meeting adjourned: 1:38 pm

Academic Senate
Thursday, 22 October 2009
IWV 604, MESCC 206, BESCC 122, KRV 2
12:30-1:30

Call to Order: 12:35 pm

Approval of Agenda: No changes, agenda approved

Approval of Minutes: No changes: minutes approved

Senate Attendees: Dick Benson, Dean Bernsten, Shannon Bliss, Lisa Darty, Cheryl Gates, Pam Godfrey, Lucila Gonzalez-Cirre, Annette Hodgins, Kim Kelley-Schwartz, Mike Metcalf, Karen O'Conner, Mary O'Neal, Heather Ostash, Bonita Robison, Steve Rogers, Claudia Sellers, John Stenger-Smith, Paula Suarez, Christine, Swiridoff, John Tittle, Dennis VanderWerff, Laura Vasquez

Open Forum:

ACSS Vice-President, Michelle Montemayor, addressed the Senate. ASCC has amended their constitution. If anyone has changes or concerns, please notify ASCC before their November 1st meeting.

Action Items:

Unfinished Business:

1. Shannon Bliss moved that we approve the recommendation of the Pedagogy and technology Committee to reaffirm the statement on Moodle Policy. Motion second and carried with the following change in the first paragraph: The "administration reexamine the adopted document" will be changed to "administration reexamine *this* adopted document"
2. Cheryl Gates moved that we resolve to adopt the Chemical Hygiene Plan. Dick Benson seconded, motion carried.
3. Shannon Bliss presented the 2010-2011 college calendar for approval. The calendar is different from the district's proposed calendar. The committee proposes an 11-week summer session which would provide a two-week break between spring and summer and a one-week break between summer and fall. The committee suggests that we have as few start dates as possible and have several classes that start and end on the same date. This is especially important for veterans so they can receive funding. Matt Crow reported that preliminary ODS reports show that the retention and success rates of students in 6 week summer session do not look good. The question of a 10-week summer session was proposed since it would give a two week break between all semesters. This would be beneficial for students who need transcripts and for classes that have a required prerequisite. Corey Marvin proposed that we amend the calendar to a 10-week summer session. Laura Vasquez seconded. Motion carried. Vote to adopt calendar carried.

New Business:

1. Claudia Sellers moved that we approval the curriculum resolution adopted by Bakersfield and Porterville College Academic Senates. John Stenger-Smith seconded. Resolution carried unanimously.
2. ITV upgrade: The Senate discussed the proposed plan to spend \$500,000 to upgrade ITV rooms at KRV and ESCC. The Academic Senate executive committee will draft a resolution to present at the next senate meeting.

Treasurer's Report:

Previous balance: \$88.70. \$630 in dues have been collected so far. Cheryl asked those who have not yet paid their dues, to please pay. The Holiday Committee would like us to donate to the hall rental. Last year we donated \$250. \$250 was approved for this year.

CIC Report:

Dennis reported that at its regular meeting on September 25, 2009, CIC had approved a request to make the Recreation and Commercial Resort Management Program inactive because of a lack of resources to support the program and little or no enrollment. An inactive program not reactivated within three years is automatically withdrawn from the college's course inventory.

Meeting adjourned: 1:40

Academic Senate Special Meeting
Friday, 30 October 2009
IWV 604, MESCC 202, BESCC 110, KRV 2
11:00 – 12:00

Minutes

Call to Order: 11:03am

Approval of Agenda: No changes. Agenda approved

Senate Attendees: Dick Benson, Dean Bernsten, Deanna Campbell, Matt Crow, Lisa Darty, Cliff Davis, James Fay, Cheryl Gates, Pam Godfrey, Kim Kelly, Debbie Kurti, Gale Lebsock, Dylan Mattina, Colleen Miller, Jan Moline, Mary Peoples, Mary Retterer, Bonita Robison, Paula Suarez, Penny Talley, Laura Vasquez

Open Forum: None

Action Items:

The following Wait List Recommendation was brought before Senate:

Recommendation: For the first year set the waitlists to 30 for onsite classes and 45 for the online classes, to allow for data collection. This approach can be adjusted for the fall semester, if there are unforeseen problems. Students will be educated on evaluating their realistic chances of getting into a course, depending on their position on the waitlist.

Recommendation: For onsite classes, students will be dropped if they are registered or on the waitlist and they do not show up for the first day of class. For online classes, students will be dropped if they have not logged in by the end of the second day of class. Classes that do not begin as full classes will be open for registration through the first week of the semester or until they close.

Recommendation: Instructors will be able to add up to five (5) students to their class sizes.

Recommendation: Waitlists will be zeroed out after the first week of class.

Recommendation: Website instructions have been generated; the instructions need to be placed in a more user-friendly place; advertising will be decided at a later implementation meeting. Advertising will focus on students updating/reviewing email, to eliminate lost communication.

Discussion: Training will be key and instructors will have to be consistent for wait lists to be successful. Students are auto waitlisted so instructors do not have to notify the students when they have been added. The committee realizes there will be issues that need to be worked out after the first semester of use.

Resolution passed.

Administrative Report:

Dr. Retterer gave a safety report. The safety cameras at Cerro Coso are old and have a poor quality. The Safety Committee is reviewing the possibility of adding camera that would cost approximately \$100,000 to be paid out in five separate steps. This would update the existing camera, add additional cameras in the hallways and add camera to KRV and possibly Bishop. The new cameras would have a better picture quality. Bond money will pay for cameras in art and science labs. Other funds would probably come from reserves. Cameras would be installed in five separate steps as part of the ongoing construction.

Action Items:**New Business:**

ITV Resolution:

Whereas, the faculty through the Academic Senate of Cerro Coso College have expressed concern over the proposed expenditure on ITV upgrades, and

Whereas, the method of delivery for instruction is a matter of curriculum and therefore the purview of Academic Senate,

Be It Resolved that Academic Senate of Cerro Coso oppose moving ahead with any expenditure on ITV until a more thorough cost benefit analysis be examined to facilitate a decision that best meets the needs of the college's instructional programs.

Discussion:

Dr. Fay reported that according to Marc Beam's ITV data, Cerro Coso offered 571 sections during a nine year period (2001-2009) with a total enrollment of 7,740. This averages out to 13.6 students per location. On average, none of these sections, standing alone, would have been offered.

iTV also generates 855 FTES. Approximately 10% of Cerro Coso's iTV sections and 11% of the college's iTV enrollment come from IWV. Cerro Coso offered 63 iTV sections at IWV in the spring with a total enrollment of only 872. So the average iTV section at IWV only generates 13.8 students, so none of these Cerro Coso sections, standing alone, would have been offered. The data strongly suggests that it is only by aggregating the iTV sections on multiple campuses that the college can generate sufficient enrollment for the typical iTV section to run.

Gale Lebsack presented a cost analysis for iTV classes (attached).

A question was raised about the actual cost. What is the benefit? What is the success rate and can students be better served by another form of technology?

Dr. Retterer stated that it was an access issue. We cannot reach a learning population if we cut them off which is what happens when we have faulty equipment. Debbie stated that as a counselor she sees many students at KRV who have dropped because the equipment is so poor.

Dylan stated that the equipment we have had a 5 year life span and this is the sixth years it's in use. It is outdated and our warranty will expire at the end of the year which would leave us with a poor system and no support if we do not upgrade.

It was suggested that we may need to look, in the future at other programs and/or technology, since at this time changes need to be implemented immediately.

Resolution failed

Meeting Adjourned: 12:00

Academic Senate
Thursday, 5 November 2009
IWV 604, MESCC 206, BESCC 122, KRV 2
12:30-1:30

Minutes

Call to Order: President Elect Mary O'Neal called the meeting to order at 12:30

Approval of Agenda: Paula Suarez's report will be added. Agenda approved.

Approval of Minutes: no changes to 22 October 2009 meeting; minutes approved. Copies of the special meeting of 30 October 2009 were not available. Approval suspended until next meeting.

Senate Attendees: Dick Benson, Dean Bersten, Shannon Bliss, Steven Busby, Cliff Davis, Cheryl Gates, Pam Godfrey, Annette Hodges, Debby Kurti, Mike Metcalf, Mary O'Neal, Heather Ostash, Bonita Robison, Steve Rogers, Claudia Sellers, John Stenger-Smith, Paula Suarez, John Tittle, Dennis VanderWerff, Laura Vasquez

Open Forum: none

Action Items:

Unfinished Business:

1. Input on Resolutions for ASCCC Plenary Session. Matt Crow sent an email with a link to the resolutions that will be considered at the next Plenary Session. Mike Metcalf stated that Appendix D (response to AB440) could negatively impact his program and the enrollment. Paula Suarez stated that the 50% law has had a negative impact on counselors and that any relief to that law would be supported by counseling and librarians.
2. Approval of Revision to Board Policy 4B6 and 4C1. 4B6 – Heather Ostash stated the main change is that it no longer requires 12 units of college credit before students can access. This will be on the agenda for final approval on Nov. 6th. 4B6 was approved. 4C1 – a clarification: This does not take away faculty's option to give instructor designed exams. Claudia Sellers suggested that we add specific language about standardized outside testing (AP, Dante/CLEP, etc.). Motion made (J. Stenger-Smith) seconded (Dean Bernsten) that 4C1 be approved with the request for language clarification.

Reports:

President's Report:

1. Faculty volunteers are still needed for Accreditation Steering Committee (one from CTE and one from Academics). No one stepped forward.
2. Call for faculty chairs to submit requests to hire faculty for consideration as an attempt to anticipate possible hiring announcements. The proposal for the new faculty

hiring procedure has been postponed. The old forms will be used. Matt sent the format through email. The question was raised on whether there is any sense of a timeline on when positions would be open. So far there is no word. Mary O'Neal stated that Tom Burke ran a report on 23 October for the board which indicated that at the time we were at 46.3 of the 50% law. Part of this is because FTFO's are frozen.

3. Volunteers are needed to run for President-elect as Mary O'Neal is stepping down at the end of Fall. Mary also stated there would be an opening on college council for a member at large. Annette Hodges volunteered.

Administrative Report: none – no administrators present

Union Report:

Shannon Bliss reported that there was a stall in the election process because we have no one running for secretary. She stated that the timeline for part-time evaluations has past. Full-time evaluations are underway and should be close to being complete.

It was noted that there is no way for department chairs to adhere to the timeline if administration does not do their part. Some faculty chairs have their work on the evaluation process completed but are waiting on administration.

There is an ongoing conversation with Senate to launch a full-time, part-time flex activity at the beginning of Spring. Two possible topics: training of non-basic skills faculty with basic skills students and Luminis. Cliff Davis suggested that there be more substantive sessions offered on flex days. Heather Ostash asked that wait list training be included. A suggestion was made to add suggestions from faculty as an agenda item for the next senate meeting. This would give faculty time to think about what is needed.

Treasurer's Report:

Beginning balance \$718.70. Three sets of dues came in bringing balance to \$793.70. Senate paid \$250. for Christmas Party and flowers were sent to Jill Board. Remaining budget: \$493.70. Anyone who has not yet paid their dues was asked to please do so.

Standing Committee Reports:

Program Review Committee: John Stenger-Smith stated that the AA degree in Engineering has been approved by the state.

TRT Committee: Debby Kurti reported that the TRT committee is meeting on a regular basis. The committee has developed a student technology survey asking questions such as where students use technology. They are hoping to collect useful information. Another similar survey will be developed for faculty. The survey will be available online. Paula Suarez stated that this eliminates students who do not use computers, or those who do not check the website. It also eliminates many KRV students who do not have computer access. A suggestion was made to make hard copies available to students.

Instructional Technology Committee: Debby Kurti reported that the process of choosing a new course management system is under way. The committee is currently testing out different systems. Several faculty members have been asked to take a unit/module they currently use and try to create it in the new system.

Counseling Report: Paula Suarez reported that the budget cuts have had numerous negative ramifications to counseling. She presented the following for Academic Senate consideration:

In light of the current economic climate and the rapid decision making as a result of current and ongoing budget cuts, the counseling department respectfully submits the following information to Academic Senate for consideration.

(Note: Prior to the current cuts to counseling staff, the counseling department lost a full time counselor position when June Wasserman retired. For the past three years the counseling department has put forth a proposal for an additional counseling position. Each time Academic Senate has prioritized the position as one of the top three positions to be forwarded to the District without results.)

Cuts to counseling as of July 1, 2009 include:

- Loss of 7 days to **every** counselor's contract
- Additional loss of 20 days to Director of Counseling's contract
- Loss of a full time counselor who was reassigned to instruction full time
- Loss of 50% of full time counselor's time to instructional reassignment
- Loss of 24 hours of adjunct counseling at KRV campus
- Loss of 19 hour per week of Educational Advisor at IWV campus
- Loss of 10 hours of adjunct counseling for TRiO students
- Starting spring semester, loss of approximately 40% of full time counselor time to instruction
- Starting spring semester, loss of approximately 33% of full time counselor time to instruction.

The total loss of counseling time is equivalent to the work load of more than two full time counselors by the end of this semester, and an additional loss of 73% of counseling time starting spring semester. **Total loss equivalent to losing more than 3 full time staff for the year.** Furthermore, most of the remaining full time counselors have a portion of their time designated to coordinate programs, oversee essential processes, and complete mandated state reports to continue categorical funding.

The reasons given to the current cuts in the counseling department are the need to meet the 50% law as well as unprecedented and devastating categorical funding cuts which the college relies heavily on to fund counseling services and positions.

Counseling services include but are not limited to: advising students on major/General Education/transfer requirements, administer placement exam and provide follow up counseling services, support other matriculation issues such as enforcement of prerequisite requirements, support the retention and success of all students but especially low income, basic skills, disabled, first generation and ESL students, graduation evaluations, outreach activities that specifically target local feeder high schools and nontraditional populations, provide career development and planning to students, maintain career and transfer resource centers to facilitate career employment and transfer to four year colleges, and provide orientation services to new students as well as instruct orientation and career classes. All of these services are part of meeting accreditation standards and are outlined as essential services required of California Community Colleges as designated in AB1725.

We appreciate Academic Senates past and current support.

The student ASCC president stated that students would do whatever they could to help.

Shannon Bliss recommended that students attend board meetings and/or write letters to the board to share their personal stories on how they have benefited from counseling and how the cuts have affected them.

The Academic Senate President will be invited to work with the student senate to decide on the best process for making their opinions known.

Meeting adjourned: 1:35

Academic Senate
Thursday, 19 November 2009
IWV 604, MESCC 206, BESCC 122, KRV 2
12:30-1:30

Minutes

Call to Order: 12:31

Approval of Agenda: No changes. Agenda approved.

Approval of Minutes: no changes to 30 October 2009 special meeting; minutes approved. No changes to 5 November 2009 meeting; minutes approved.

Senate Attendees: Dick Benson, Dean Bernsten, Shannon Bliss, Cliff Davis, Cheryl Gates, Pam Godfrey, Annette Hodges, Kim Kelly, Debby Kurti, Mary O'Neal, Bonita Robison, Steve Rogers, Claudia Sellers, John Stenger-Smith, Paula Suarez, Christine Swiridoff, John Tittle, Dennis VanderWerff, Laura Vasquez, Yolanda Vasquez

Open Forum: none

Action Items:

Unfinished Business:

Submission of requests to hire. One request was submitted by Science. It will be voted on at the next meeting. Any other departments that have a request for hire can forward it to Matt Crow before the next meeting.

New Business:

Discussion of Board Policy Revisions. All policies are in the first stages. Matt Crow stated that the district would like input on information only items.

Mary O'Neal suggested we strike 7C3B from the part-time adjunct employee policy since administrators do not make recommendations for adjunct positions. 7C4B should also be removed for the same reason.

Cerro Coso's calendar for 2010-11 was accepted and has gone to board for approval.

President's Report

1. Report for ASCCC Plenary Session: Matt Crow reported that the Board of Governor's recommended using general funds to backfill categorical cuts (one time only). The 50% law recommendations were set aside at this time.

2. A volunteer is still needed to run for President-elect as Mary O'Neal is stepping down at the end of fall semester.

3. Committee to draft a hiring request procedure. Matt asked for an ad hoc committee to draft a specific procedure/rubric for the hiring process that would make it more objective rather than

subjective. Claudia Sellers volunteered to chair the committee. Yifen Chen and Matt Crow volunteered to be on the committee. John Stenger-Smith volunteered to serve as consultant.

Administrative Report – none

Union Report – Andrea Garrison sent out the faculty FSA list and advised everyone to check their hire dates and service areas.

Treasurer's Report – three more sets of dues were collected. Flowers were sent to Heather Ostash.

Standing Committee Reports

Curriculum and Instruction Council: The district agreed on a title (Certificate of Proficiency) for the local certificates given to students with less than 18 units. Dennis has asked the department chairs to submit this to the state to be inventoried so it can be reported on transcripts.

Equivalency Committee: The committee reviewed and approved one application in Administration of Justice.

Honors Committee: Honors students will be going to UCLA tomorrow for a transfer conference.

Strategic Plan Committee: The committee is considering revising the strategic plan in face the current budget situation.

Calendar Committee: The calendar was accepted by district consultation council and will go to the board in December.

Professional Development: The committee is developing a survey for flex day activities. Wait list training will be incorporated into Spring flex day activities.

Technology Learning Council: The district is recommending one course management system. Tomorrow (11/20/09) the committee will meet to view the two course management systems. The meeting is open to everyone. The meeting will be a hands on, information meeting only. Matt Crow reminded the Senate that Cerro Coso adopted a course management policy two years ago, and reaffirmed it this year. Debby Kurti stated that she brought this to the council. Whatever system is chosen must come before Academic Senate for approval.

College Council: The council is concerned about whether or not the strategic plan is up-to-date. A small part of the council, including Shannon Bliss, Paula Suarez, Matt Crow, Mary Rhetterer, and Kathy Salisbury will be working on this. The budget was also discussed at the meeting.

Safety Committee: Fir extinguisher training is ongoing. The committee is also working on a safety flip chart for emergencies that will be placed in all classrooms.

Meeting adjourned: 1:45pm

Academic Senate
Thursday, 10 December 2009
IWV 604, MESCC 206, BESCC 122, KRV 2
12:30-1:30

Minutes

Call to Order: 12:32

Approval of Agenda: Additions: Debby Kurti will present information on the course management system. Cheryl Gates will present the Vocational Nursing program review. Agenda approved.

Approval of Minutes: No changes. Minutes approved.

Senate Attendees: Dick Adams, Dick Benson, Dean Bernsten, Shannon Bliss, Lisa Darty, Cliff Davis, Cheryl Gates, Pam Godfrey, Jon Heaton, Annette Hodges, Kim Kelly, Debby Kurti, Karen O'Connor, Mary O'Neal, Heather Ostash, Bonita Robison, Steve Rogers, John Stenger-Smith, Paula Suarez, Christine Swiridoff, Penny Tally, Dennis VanderWerff, Laura Vasquez,

Open Forum: none

Action Items:

Unfinished Business:

Consideration of three requests to hire. Dean Bernsten presented a proposal for math, Shannon Bliss presented a proposal for physical science, and Paula Suarez presented a proposal for counseling. After a senate vote the positions were ranked as follows: Physical science, math, science.

New Business:

Reconsideration of Resolution on change to final schedule (a resolution passed last year). Final's committee recommended disbanding final schedule and follow regular class schedule. The proposal never went to College Council.

Shannon Bliss stated there may be some repercussions with the union. This is already happening at ESCC.

Questions raised: How would we address time conflict? What is the rationale for doing away with final exam schedule? Have students been asked? How do we address no shows to finals?

Discussion: It's too difficult for students to change times at ESCC and it's difficult for adjunct instructors. M/W classes with a Friday schedule is also a problem for students without transportation since buses don't run on Fridays.

Motion made and seconded to send the proposal back to committee. Committee members, Pam Godfrey, Claudia Sellers, Deanna Campbell, Debra Rundell. Motion carried.

Strategic Plan: Dennis stated that in no significant way did we as a college address distance education. The strategic plan should address distance delivery in a meaningful way.

Course Management: Debby Kurti stated that the committee looked at the two primary course management systems used in the district. Moodle was the most flexibility to accommodate most faculty. Moodle was recommended as the CMS to be carried forward to Chancellor's cabinet. IT will implement this by Spring 2011. The issue of support (helping instructors convert, using the system, continued training at all three colleges) was part of the committee's recommendation.

President's Report

A volunteer is still needed to run for President-elect as Mary O'Neal is stepping down at the end of fall semester.

Spring Flex Day – Senate and Union are working together to include part-time participation. To encourage participation from KRV flex day will begin later.

Administrative Report –

Mary Rhetterer reported on the budget. There is no information from the state yet projecting loss of one-time funds. A worksheet of potential reductions was distributed. Cerro Coso dropped 13% of their sections, but enrollment was up 32%. First day enrollment was up by 45%.

Dr. Rhetterer stated the board would be using reserves where needed to save core functions.

Meeting adjourned: 1:41pm

Academic Senate
Thursday, 28 January 2010
IWV 604, MESCC 206, BESCC 122, KRV 2
12:30-1:30

Minutes

Call to Order: 12:32

Approval of Agenda: Additions: Debby Kurti has a District Technology report. Matt Crow added program discontinuance policy, Board policy and Senate recommendations

Approval of Minutes: Minutes approved with the following change. Senate approved the recommendation of three new positions to move forward: Science, math, and counseling

Senate Attendees: Dick Benson, Dean Bernsten, Shannon Bliss, Lisa Darty, Cliff Davis, Jim Fay, Tom Foggia, Lisa Fuller, Cheryl Gates, Lucia Gonzalez-Cirre, Jon Heaton, Kim Kelly, Debby Kurti, Corey Marvin, Karen O'Connor, Jim O'Connor, Mary O'Neal, Heather Ostash, Bonita Robison, Loren Sandvik, Claudia Sellers, Norm Stevens, Paula Suarez, Christine Swiridoff, Penny Tally, John Tittle, Dennis Laura Vasquez

Open Forum: none

Action Items:

Unfinished Business:

Pedagogy and Technology Report. Debbi Kurti reported that the Moodle recommendation was based on the program being the most flexible, and offered the maximum learning/teaching styles. A newly formed Online Instruction Task Force, chaired by Chris Craig, will develop recommendations and a project schedule for the following items:

- Creation of a district-wide standardized course shell/template that anchors down certain components, supports college branding, and provides the flexibility faculty need to create online courses;
- Conversion support, including development of a training program and identification necessary resources, for instructors who have to convert from another platform to Moodle;
- Evaluation of resources necessary to provide ongoing CMS training and support for faculty;
- Evaluation of resources necessary to provide Help Desk support services for online students;
- Development of a change management process for evaluating new courses management systems;
- Evaluation and determination of hosting options, including the possibility of internal hosting.

New Business:

Proposed board Policy Changes: Matt reported that District Council needs information back on proposal 3A1. Proposals 4A6, 4A7, 4B1, and 4C4 need to be reviewed closely. We will vote on acceptances at the next senate meeting.

Policy 11B, 11F, 11J are for information only

A letter about a vocational, Recreational, and Persona Development Courses is for information only

President's Report:

1. Senate still needs a President Elect.
2. Commencement: Norm Stevens and Penny Talley will continue on the committee. Speakers and ushers are needed as well as choosing recipients for classified awards
3. CIC Chair: Dennis is retiring. CIC will make a recommendation for a new chair
4. Department Reorganization: Since this falls under curriculum Matt is calling for an ad hoc committee to consider the reorganization of department chairs. Jon Heaton made a motion that an ad hoc committee is not necessary but rather the issue be discussed by the entire senate. Motion second. Discussion followed. The following concerns were expressed:

Departments cannot voluntarily dissolve without Senate and then Union approval

We as faculty are not required to accept district/administration recommendations

We need to look at how our departments best serve our students and college.

We need to consider how administration views recommendations that come from the senate

Department chairs are in the contract, so it's a contract issue

No one should assume that departments have made decisions without senate approval

Reorganization is being presented as a "done deal" though no final decision has been made.

Any reorganization must include the two new department chairs senate has already approved (Basic Skills and Nursing)

Jon Heaton rescinded his motion. New motion and second to form an ad hoc committee to consider reorganization of department chairs. Motion approved. Volunteers to chair committee: Jon Heaton and Dick Benson. Committee volunteers: Kim Kelly, Cheryl Gates, Paula Suarez, Dean Bernsten, Karen O'Connor, Loren Sandvik, Claudia Sellers, Lisa Darty, Corey Marvin, Suzie Ama, Christine Abbott, Tom Foggia.

Program Discontinuance: Matt stated that college procedure should be followed. It is a Senate issue that goes before CIC. The decision to discontinue programs must be based on evidence and needs of students. Evidence should be presented.

Other Business:

Motion made by Lauren Sandvik, seconded by Dick Benson that we send Melinda a message from senate stated that as a college we value the theater arts programs as an important part of the college and the community. Furthermore, people should not learn about potential job loss through budget lists. Motion unanimously carried.

Budget Committee:

The 5, 10, and 15% scenario reductions presented include 50/50 instructional and non-instructional cuts. The non-instructional cuts are being kept confidential.

Meeting adjourned: 12:41 pm

Academic Senate
Thursday, 11 February 2010
IWV 604, MESCC 206, BESCC 122, KRV 2
12:30-1:30

Minutes

Call to Order: 12:30

Approval of Agenda: Additions: Need for volunteer for district technology council. Report from finals committee

Approval of Minutes: Minutes approved with the correction of Senate Attendees names

Senate Attendees: Dick Benson, Dean Bernsten, Shannon Bliss, Steve Busby, Lisa Darty, Cliff Davis, Jim Fay, Tom Foggia, Melinda Fogle Oliver, Lisa Fuller, Cheryl Gates, Pam Godfrey, Lucia Gonzalez-Cirre, Jon Heaton, Annette Hodges, Kim Kelly, Debby Kurti, Corey Marvin, Michael Metcalf, Karen O'Connor, Jim O'Connor, Mary O'Neal, Heather Ostash, Bonita Robison, Loren Sandvik, Claudia Sellers, John Stenger-Smith, Norm Stevens, Paula Suarez, Christine Swiridoff, Penny Tally, John Tittle, Laura Vasquez

Open Forum: The following students from Cerro Coso and Burrough's High School addressed the open forum:

Brittany Wojciehowski: She is a student in the drama group at Burrough's High School. She asked Senate to keep in mind that theatre is not just about entertainment, but it is part of personal development and is pursued as a career. Cutting theatre is like cutting a part of our lives.

Chad Terry: A student from Cerro Coso is a working actor. He comes here for his education because it's affordable to live here. His job is directly related to theatre and cutting the program would be detrimental.

Robert Wilson: He is enrolled in Cerro Coso's theatre program. He has four younger children now interested in theatre. It is unfair to out-program theatre since it not only affects current and future students, but it would be detrimental to the community as well.

Michelle Montemayor – Cerro Coso ASB Vice-President asked what steps students could take to let the district know how they feel about this issue.

Kiana Sevalaetasi – Theatre doesn't just affect the way we act in drama – but it affects how we approach our other academic classes as well.

Motion made and second to extend the open forum for another five minutes. Motion carried.

Burrough's student: Drama betters the student and helps them relate to others. He plans on coming to Cerro Coso after he graduates.

Austin Hullinan – Cerro Coso ASB President. Theatre is a transfer program. It makes up part of the one-third of the transferable programs here at Cerro Coso.

Jon Heaton: Cerro Coso Professor – Cerro Coso is a well-rounded liberal arts college, therefore we should have theatre. He has a son in theatre at Burrough's who plans to attend Cerro Coso. Let's not cut the arts – or the easiest programs – let's support this program.

Jennifer Attisson – A Burrough's High School junior. Theatre is about more than drama. Theatre students work hard, meet deadlines, learn to talk in front of people and learn important life skills.

Michelle Montemayor thanked the Senate for support of college hour.

Action Items:

Unfinished Business:

Changes to Proposed Board Policy: In matters of curriculum, Matt stated he would like to strike the words where Chancellor, administrator, or appropriate officer from anything dealing with curriculum. Administration has the right to review for Ed. code violations; they cannot approve or change curriculum. Changes approved.

New Business:

Melinda Fogle Oliver addressed the Theatre Department's plans to deal with the Lecture Center renovation: Melissa stated that even though the renovation that began in the Fall will last at least three semesters, the Theatre department is not dependent on the Lecture center and could carry on without it. There are several avenues we could explore during the renovation. A positive outcome to the renovation is that it broadens the educational opportunities of the students, so it is not necessarily a challenge.

Mary O'Neal asked if the decision to cut the program was immutable. Melinda was not sure, but stated the budget to build portable, transportable sets was less a burden on the budget than building sets in the lecture center. Alternative Performance Venues include:

- Children's Theatre Traveling Troupe
- Partnership with Civic/Church Group
- Kerr McGee
- USO Building
- Amphitheater
- On-Campus and local outside performance spaces
- Radio Show
- On-Campus traditional classroom

Matt stated there is a difference in the Theatre program and just taking theatre classes. If students are theatre majors there have to be classes offered for them to complete their education in a reasonable amount of time.

The budget committee is split on the decision, but has strong support among faculty representatives. The next avenue is College Council which also has faculty reps.

Students were encouraged to come to College Council and Board of Trustees meetings, to bring others, and to get the newspapers and reporters involved.

President's Report:

Reminder: We still need a President Elect. Matt also thanked Mary O'Neal for filling in last semester.

The district instructional council committee needs a replacement for Matt Hightower. They would prefer a non-tech person.

Kaplan has offered to provide classes for a reduced fee, a move toward privatized education and an item for concern. The Chancellor's office has an MOU. The State Academic Senate wants local Senates to be aware of this possibility.

Administrative Report:

Dave Cornell met with the district to work out bugs in the waitlist process. A survey has been sent to students. Anyone with suggestions should contact Corey Marvin, Christine Swiridoff, Heather Ostash, John Tittle, or Lisa Darty.

Luminus has lots of bugs. Jim Fay stated the committee is unhappy with the state of Luminus responses and the quality of data entry. The portal will be up in the Fall which meets the grant guidelines, but major errors need to be worked out before it is fully implemented.

Union Report

A survey has been sent to all faculty. Please fill this out so the negotiation team knows what is most important to faculty.

A volunteer is needed to fill in for grievances

FSAs need to be in the district office by the 16th of Feb.

There is still a problem with low response rates for online student evaluations

Treasurer's Report

31 full-time faculty have paid.

25 have not. We have sent flowers and paid our share for the Christmas Party. If we want to buy medallions at the end of the year, we need more people to pay their dues.

Final's Committee Report: The finals committee has met and in reconsidering the Finals Resolution, a resolution that was unanimously approved in March of 2009 by the Academic Senate, the following steps have been taken in addressing the questions raised –

1. What are the repercussions with the union - the union has been contacted and we are waiting for information on the impact of disbanding the separate Final Exam Schedule
2. How would we address time conflict – there should be no conflict if exams are done in the regular class time schedule as the passed resolution allows

3. What is the rationale for doing away with final exam schedule – this was addressed previously, compliance concerning meeting the COR requirements was covered, and the separate Finals Schedule was disbanded with unanimous approval from the Senate
4. Have students been asked – No, students have not been asked and according to the Participatory Governance Model asking constituent groups would be the next step.
5. How do we address no shows to finals – the Senate may come up with a statement or resolution but the responsibility for enforcing the policy is contractual and would be covered in the evaluation process and would be an Administrative responsibility.

If the senate wants to keep the reconsideration process of the previously approved resolution then the committee is requesting that those individuals who have concerns become an active part of the Finals committee.

Meeting adjourned: 1:35

Academic Senate
Thursday, 25 February 2010
IWV 604, MESCC 206, BESCC 122, KRV 2
12:30-1:30

Minutes

Call to Order: 12:35

Approval of Agenda: Additions: A request from Mary O'Neal that the Wednesday Board of Trustees meeting be projected at Cerro Coso and other sites. Debby Kurti has a District Technology Council report. Agenda approved

Approval of Minutes: Minutes approved with the correction/addition of Senate Attendees names. Mary O'Neal asked that Doctor be added to Melinda Fogle Oliver's name under new business. Minutes approved with changes.

Senate Attendees: Christine Abbott, Suzie Ama, Dick Benson, Dean Bernsten, Shannon Bliss, Jill Board, Cliff Davis, Tom Foggia, Lisa Fuller, Cheryl Gates, Pam Godfrey, Lucia Gonzalez-Cirre, Jon Heaton, Kim Kelly, Greg Kost, Debby Kurti, Corey Marvin, Michael Metcalf, Mary O'Neal, Heather Ostash, Debbie Rendell, Bonita Robison, Claudia Sellers, Joe Slovek, John Stenger-Smith, Paula Suarez, Christine Swiridoff, Penny Tally, John Tittle, Laura Vasquez

Open Forum: None

Action Items:

Unfinished Business: None

New Business:

Election of President-elect. There are two nominees: Jon Heaton and Kimberlee Kelly-Schwartz. At this time we do not have a process for filling vacancies. Hearing no other nominations; the nominations are closed. The election will take place at the next senate meeting.

Mary O'Neal stated that she received a call from Sandra Serrano stating that no action was taken at the Board of Trustees' meeting on Wednesday. Mary asked that the March 3rd BOT meeting be projected through streaming video. Matt stated he would find an available room.

President's Report:

1. The District Instructional Technology Council still needs another member. They would prefer a non-technical person.
2. Status of hirings: Dean Bernsten has asked the senate to approve a committee with Joe Slovek, Yifen Chen, and Dean Bernsten as chair. Approved.

The science position has been approved. The department is compiling a job announcement and hiring committee.

A Presidential forum will be held on March 18. The forum is open to faculty, staff, students, and administration. Volunteers are needed to escort the candidates around campus. If interested, e-mail Matt. Michelle Montemayor asked if the escort could be a student ambassador. She will follow-up with ASB and Senate presidents.

Matt stated that even though colleges have been asked to propose 5, 10, and 15% cuts, Sandra Serrano said she doesn't think there will be a 15% reduction, but we should go ahead with the 10% cuts.

There are two resolutions from Bakersfield and Porterville. Matt asked that we choose one resolution to adopt or choose to reaffirm both resolutions and vote at the next senate meeting.

3. Report from Consultation Council: We are at 52% of the 50% law (as per a presentation from Tom Burke). The state is deferring payments to colleges which means we're living on borrowed money until summer. Mary O'Neal reiterated the importance of spending money on students and schools rather than building large reserves which will be swept away by the legislature.

Administrative Report:

Jill Board reported that the ARC report was submitted. The report had more CTE and Basic Skills faculty input.

Kern School Credit Union is leaving the valley but they will honor the contract we currently have with them. Paula Suarez and Kim Kelly are working on several options presented by the credit union.

Possible student conduct report. Cerro Coso is a drug-free school. It is not legal to have or be under the influence of marijuana, even with a medical card from a doctor.

Union Report

Paula Suarez reported that there will be no March 15th letters to full-time faculty. All faculty have a position for next year. A few positions were eliminated so the faculty who are affected by this will be discussing option with their president. Paula asked that we please allow the process to happen and give faculty time to make changes (reassignment/transfer). The outcomes are all positive and considered a win/win situation. The decisions were based on college needs, not on budget cuts.

Treasurer's Report

\$335.60 balance. 36 people have paid. 20 have not.

Committee Reports:

Waitlist Committee: The committee has discussed several issues that have been raised with the wait list process. There is general agreement that it is important to get as much information into students' hands as soon as possible. Considerations: A customized email to students that includes the enrollment key when they're added to the class. The committee is checking to see if automating this process is possible. More clear, consistent information for instructors is also a concern.

Calendar Committee:

Calendar committee will be setting a date soon to discuss the new summer philosophy for 2011 (having two weeks after spring and 2 weeks before fall). Summer start dates for 2010 are between June 1 and June 14. Everyone is encouraged to begin classes within that timeline.

Ad Hoc Committee on Departmental Reorganization

There is a standing meeting every non-Academic Senate Thursday. A firm timeline has not been established other than wanting to finish by semester's end. See attached report.

Safety Committee

The committee hasn't met, but are using allocations from the district to purchase 100 first aid kits and flashlights with batteries.

Commencement Committee

The committee is checking to see if we have medallions left over from last year. They discussed the possibility of a live band vs. CS's, but Cerro Coso no longer has a band.

Technology Council Committee

The committee is working on a new template for Moodle, one that is as simple as possible and will accommodate staff and faculty. The committee is still accepting input on in-house training ideas. Currently Cerro Coso has a 5 week Moodle training program, BC and PC have a 3 week training class.

Announcements:

Denim and Diamond's Ball will be April 16th. Tickets are on sale (\$20 each). 300 requests for donations have been sent out.

Nursing Program is hosting a "Say Yes to Less" weight loss program. \$10. to sign up – people who lose 10 pounds in 10 weeks share the money collected.

Meeting adjourned: 1:45

Academic Senate
Thursday, 11 March 2010
IWV 604, MESCC 206, BESCC 122, KRV 2
12:30-1:30

Minutes

Call to Order: 12:32

Approval of Agenda: Addition to President's Report: Matt will introduce the online contract. Debbi Kurti has a report on the Moodle Template

Approval of Minutes: approved with the following changes/additions: Add Karen O'Connor to senate attendees; under new business add "board would be having a work study session as the reason for Sandra Serrano call to Mary O'Neal. Change name from Technology Council Committee to Technology Learning Council.

Senate Attendees: Christine Abbott, Dick Benson, Shannon Bliss, Tom Foggia, Lisa Fuller, Cheryl Gates, Pam Godfrey, Jon Heaton, Tom Heck, Dennis Jensen, Kim Kelly, Greg Kost, Debbi Kurti, Corey Marvin, Michael Metcalf, Karen O'Connor, Mary O'Neal, Heather Ostash, Debbie Rendell, Bonita Robison, Claudia Sellers, Joe Slovecsek, John Stenger-Smith, Norm Stevens, Paula Suarez, Christine Swiridoff, Penny Tally, John Tittle, Dennis VanderWerff, Laura Vasquez

Open Forum: None

Action Items:

Unfinished Business: Matt is asking for approval of the draft Resolution affirming PC and BC's resolution. The resolution reads as follows:

Whereas the State of California and its Community College System are currently in a state of economic crisis surpassed only by the Great Depression, and

Whereas both the Academic Senate of Bakersfield and Porterville Colleges have effectively and cogently stated arguments in opposition to KCCD hiring a General Counsel and an Associate Chancellor, Communications and Government Relations,

Therefore, Be It Resolved that the Academic Senate of Cerro Coso College unanimously affirm the Bakersfield College Academic Senate Resolution in Opposition to the KCCD Hiring General Counsel and an Associate Chancellor, Communications and Governmental relations and Porterville College Academic Senate Resolution in Opposition to the KCCD Hiring a General Council and an Associate Chancellor, Communications and Governmental Relations.

Discussion:

Jim Fay stated that the Government Relations position person brought in more money at other colleges. Questions raised: Is there someone at the district who already does this job? Do we have lobbyists for the community college?

Resolution Approved

Election of President-elect: Jon Heaton has withdrawn his nomination. Senate will need to affirm Kim Kelly-Schwartz. Approved

New Business: None

President's Report:

Presidential Candidates Forum: March 18, 2010, noon. There will be a series of set questions. 3x5 cards will also be available for the audience to write down additional questions.

Hiring: Science and math hiring committees are underway. Science committee: John Stenger-Smith, Shannon Bliss, and Claudia Sellers

Course Contract for Online Courses: Jim Fay brought a contract that was discussed at faculty chairs. The question of why we need a contract was raised. Another question: Why only a contract for online and not for on-site.

Discussion:

The same discussion came up two years ago which led to updating "How to be an Online Student."

Some discussion about the invasion of academic freedom

The wording of the contract is problematic and vague

Motion made that the document go no further. Second / approved

A recommendation to refer the issue to the Pedagogy and Technology committee to discuss some of the following issues:

- The need of having a variety of strategies

- Need more comprehensive conversation

- The waitlist committing is having specific discussions that could help the online education discussion

Approved

Administrative Report:

Jill Board reported that the Student Complaint Format has been revised. Budget sheets for 2008-2010 are going to department chairs. Chairs adopted a zero based budget.

Union Report

Elections are coming up: Paula Suarez is running for college rep. We need a part-time rep, a college chair, and grievance person.

Treasurer's Report

More money came in last month. Approximately \$500 is needed for medallions. We don't have the money at this time. There are still approximately 20 people who have not paid dues.

Committee Reports:

Curriculum and Instruction Council:

There was a huge issue regarding low unit certificates. Part of the problem is they are being confused with BC's motivational certificates. Cerro Coso made the decision to submit to the state so the information would be on student transcripts.

Ad Hoc Committee on Departmental Reorganization

Corey Marvin reported for John Stenger-Smith. The notes from the last meeting were made available in an attempt to be transparent. If anyone has questions, please contact John Stenger-Smith. The meetings are open to everyone.

Budget Committee:

The committee reported that the college is now down only \$500,000 rather than \$1.6 million. \$790,000 has been allocated from last years reserves. There is a possibility of using our own reserves to back fill with the district matching up to one million dollars.

Assuming a 10% cut for next year, our projected budget is 15.3 million. 15.7 million is the most Cerro Coso has spent in one year.

Learning Technology Council: Debbie Kurti gave a short presentation on the proposed Cerro Coso template for Moodle. Section and college links are optional. The committee wants to have this in place and operational by April so training can begin.

Commencement Committee:

Volunteers needed. Tom Heck and Lisa Fuller volunteered to be readers. Please forward suggestions for Grand Marshall and student speakers to the committee.

Announcement: Reminder: Next meeting will be Tuesday, 30 March 2010

Meeting adjourned: 1:45

Academic Senate
Thursday, 30 March 2010
IWV 604, MESCC 206, BESCC 122, KRV 2
12:30-1:30

Minutes

Call to Order: 12:35

Approval of Agenda: Approved

Approval of Minutes: approved with the following changes/additions: Add "Budget" to work study session; The Budgets sheets under Jill Boards report should read 2010-2011. Slight changes in Budget report pending. Minutes approved

Senate Attendees: Richard Benson, Tom Foggia, Pam Godfrey, Lucia Gonzalez-Cirre, Jon Heaton, Tom Heck, Debby Kurti, Corey Marvin, Mary O'Neal, Debbie Rendell, Norm Stevens, Paula Suarez, Christine Swiridoff, Laura Vasquez

Open Forum: None

Action Items:

Unfinished Business: The Commencement Committee still needs nominations for a Faculty Marshall, and three student speakers (2 from IWV, 1 from KRV). Three ushers are also needed.

Dennis VanderWerff was nominated and affirmed.

Pam Godfrey volunteered to be an usher.

Student speaker nominees can be emailed to Matt.

New Business:

Faculty Chair Elections. There are vacancies in Humanities, Visual & Performing Arts, Social Science, Counseling, Library, and Child Development. Matt will send out ballots by email.

President's Report:

Jill board is the next President of Cerro Coso.

Information Item: Bakersfield Academic Senate is challenging the new zero budget process.

Discussion: 2002-03 was the last budget process approved by Cerro Coso Senate. Mary O'Neal will forward a copy of the process to Matt.

Hiring: Dennis VanderWerff and Shannon Bliss have been affirmed to serve on the Librarian screening committee

Administrative Report:

Jim Fay gave an update on the PolyCom equipment. It should be received in late may and installed and implemented a couple of weeks after that making it operational by Fall semester.

There is an online consortium for textbook (Open Campus). According to Merlot there are over 600 online textbooks available online at no cost to students.

Union Report

Elections are coming in April. If you are willing to run for an office, let Matt know. Paula reported that the CCA has negotiated to change the language so domestic partners will have the same benefits as spouses. The changes meet with legal requirements.

Treasurer's Report

None

Pedagogy and Technology Committee:

Debby Kurti stated the committee is ready to give the okay to the district to move ahead with the Moodle template. The matter will be forwarded to the committee to bring a recommendation before senate.

Announcement: There is a pledge drive for the Boys and Girls Club. See Matt to make a donation.

Meeting adjourned: 12:55

Academic Senate
Thursday, 15 April 2010
IWV 604, MESCC 206, BESCC 122, KRV 2
12:30-1:30

Minutes

Call to Order: 12:32

Approval of Agenda: Approved with the following additions: Pedagogy and Technology report moved to new business

Approval of Minutes: Approved

Senate Attendees: Christine Abbott, Suzie Ama, Richard Benson, Shannon Bliss, Tom Foggia, Lisa Fuller, Cheryl Gates, Pam Godfrey, Lucia Gonzalez-Cirre, Jon Heaton, Tom Heck, Janis Jamison, Dennis Jensen, Greg Kost, Debby Kurti, Corey Marvin, Karen O'Connor, Mary O'Neal, Heather Ostash, Mary Peoples, Debbie Rendell, Joe Slovacek, Norm Stevens, Paula Suarez, Christine Swiridoff, Penny Talley, Jon Tittle, Dennis VanderWerff, Laura Vasquez

Open Forum: Michelle Montemayor thanked the senate and faculty for donating to the change drive to provide diapers and wipes for families in need.

Action Items:

Unfinished Business: Commencement: Two nominations for faculty marshal are Don Rosenberg and Dennis VanderWerff. Motion made and second to have two faculty marshals. Discussion: both are worthy and both retiring; both should be recognized. Motion carried

Student Commencement speaker nominees: Emily Roncase, Rose Wall, Joseph Hunter, and Michelle Montemayor. Vote conducted. Student speakers will be: Rose Wall and Michelle Montemayor

Faculty Chair Election results:

Humanities: Jon Heaton

Social Sciences: Norm Stevens

Fine Arts: Loren Sandvik

Child Development and Education: Mary O'Neal

New Business:

ASCCC Plenary Session resolutions will be reviewed at the end of the meeting.

President's Report:

Nominations for executive council:

President: Matt Crow

President-Elect: Kim Kelly

Secretary: Laura Vasquez

Treasurer: Cheryl Gates
Member at Large: Heather Ostasch

Vote will be at the next Senate meeting (4-22-10)

Nomination for classified employee of the year:

Kristy Low M&O, Dawn Fidell – A&R – vote will be at the next meeting

Resolution honoring Dr. Retterer on her retirement: Karen O'Connor will chair committee. Lisa Fuller and Matt Crow will also be on committee.

Hiring: Library hiring process is underway

Recommendation to make 22 April 2010 a special meeting primarily to consider the recommendation of the ad hoc committee on chair reorganization – approved

District Consultation Committee proposal for emeriti honor. Discussion: should it be automatic after 20 years of service

Treasurer's Report: Medallions will be \$400-450 with tax and shipping
Some people have donated money for the medallions
Current budget: \$935.60. Most everyone has paid their dues

Administrative Report: none

Union Report: elections are underway

Reports:

Pedagogy and Instructional Technology Committee: Now that we have a one course management system, we need support. Conversion support needed now, especially for Bakersfield. Future support questions: will there be a help desk number to call? What kind of support is needed? Should the support be district wide or in-house? Send specific ideas/concerns to Debbi Kurti.

The committee is discussing the need for online guidelines now that we have moved to a one course management system and students may be taking classes from three different colleges. The language being used currently is from the district board policy. We need to have language that is closer to the students.

Discussion: We have student conduct policy that is posted in the syllabus so we already have a consistent policy

CIC – Dennis reported that Corey Marvin will be the new CIC chair.

Budget Committee: the committee went through the budget item by item. Good news: There is money available to pull from the reserve. Approximately \$450,000 will come from our college reserves. That same amount will be matched by the district.

Announcement: There is currently a fundraiser for the Boys and Girls Club of Ridgecrest. If you would like to donate, see Matt Crow.

Another fundraiser for the animal shelter is ongoing. To donate, see Kim Kelley.

187 tickets have been sold for the Denim and Diamonds ball. Over 65 baskets and other gifts and trips have been donated.

Meeting adjourned: 1:38 – Those wanting to review the Senate Resolutions were invited to stay

Academic Senate
Thursday, 22 April 2010
IWV 604, MESCC 206, BESCC 122, KRV 2
12:30-1:30

Minutes (Special Meeting)

Call to Order: 12:32

Approval of Agenda: approved

Approval of Minutes: Approved

Senate Attendees: Christine Abbott, Richard Benson, Shannon Bliss, Cliff Davis, Tom Foggia, Pam Godfrey, Lucia Gonzalez-Cirre, Jon Heaton, Dennis Jensen, Greg Kost, Debby Kurti, Corey Marvin, Michael Metcalf, Mary O'Neal, Bonita Robison, Christine Swiridoff, Dennis VanderWerff, Laura Vasquez

Open Forum: None

Action Items:

Unfinished Business:

Classified staff of the year selection: Nominees are Kristie Lowe, M&O, Dawn Fidel, and Resa Hess. Resa Hess selected by Senate vote.

Election of Executive Council: Those declaring candidacy are President, Matt Crow; President-Elect, Kim Kelly; Secretary, Laura Vasquez; Treasurer, Cheryl Gates; Member at Large, Heather Ostash – all candidates approved by acclamation

Resolution honoring Dr. Retterer on her retirement is not ready and will be approved through exec next week.

Reports:

President's Report: Hiring: Approval of appointments to the V.P. Student Services Screening Committee: Paula Suarez, Dean Bernsten, Penny Talley, Jan Moline, Jon Tittle, and Kim Kelly have volunteered. With Senate approval Matt would like to select Paula Suarez, Jon Tittle, and Kim Kelly. Selections approved

Administrative Report: none

Union Report: Run-off election for part-time Cerro Coso rep is going on – be sure to vote.

Budget Committee: Minor additions were made. Budget committee is comfortable with next year's budget of \$900,000. \$450,000 will come from Cerro Coso reserves and be matched by \$450,000 of district reserves
50/50 analysis is pending but the numerator and denominator sides match

Information item: The current budget includes a position for an institutional researcher. Anyone needing data should send the request to Marc Beam, and CC Jim Fay and Jill Board so requests can be tracked

Commencement Speaker: KRV has selected Dawn Spevack as student graduation speaker – approved

Department Reorganization:

John Stenger-Smith presented the timeline and DREAD Sheet proposals for Academic and Career Technical Departments. There are two separate formats because academic and career technical have different guidelines.

The timeline would insure that the process is data driven

The following suggestions were offered: Add “by the Academic senate President” to the following sentence: “After the proposal is approved, CCA is notified of the proposal.”

Add: “for input. The item will then be returned to Senate for approval.” To “If the proposal is passed, the Academic Senate will notify College Council and the proposal will be presented to College Council as an information item.”

John Stenger-Smith will incorporate changes.

Announcements: none

Meeting adjourned: 1:27

Academic Senate
Thursday, 13 May 2010
IWV 604, MESCC 206, BESCC 122, KRV 2
12:30-1:30

Minutes

Call to Order: 12:32

Approval of Agenda: Vote on ad hoc to be moved up on agenda. Agenda approved

Approval of Minutes: Approved with the addition of Lisa Fuller's name as attendee.

Senate Attendees: Christine Abbott, Richard Benson, Shannon Bliss, DeAnna Campbell, Cliff Davis, Tom Foggia, Lisa Fuller, Pam Godfrey, Lucia Gonzalez-Cirre, Jon Heaton, Dennis Jensen, Greg Kost, Debby Kurti, Corey Marvin, Michael Metcalf, Mary O'Neal, Bonita Robison, Debbie Rundell, Christine Swiridoff, Dennis VanderWerff, Laura Vasquez

Open Forum: None

Action Items: The following Resolution honoring Dr. Retterer on her retirement was approved:

WHEREAS Dr. Mary Retterer has supported and encouraged faculty in pursuit of professional growth through such activities as faculty and staff attendance at NISOD conferences; and

WHEREAS Dr. Mary Retterer has encouraged a sense of community among college personnel; and

WHEREAS Dr. Mary Retterer has been a leader in accreditation standards, encouraging faculty to address student learning outcomes and program planning and successfully leading Cerro Coso to favorable accreditation status; and

WHEREAS Dr. Mary Retterer has been open to revitalizing and developing new programs relevant to emerging employment opportunities for students; and

WHEREAS Dr. Mary Retterer has promoted Cerro Coso's image in the community through her personal participation in a variety of activities from reading to young children during Week of the Young Child to attending Rotary Club meetings; and

WHEREAS Dr. Mary Retterer loves to party and raises money doing so – as is evidenced by our new annual fundraisers like the Star Party and Denim and Diamonds;

NOW, THEREFORE, BE IT RESOLVED THAT the Academic Senate of Cerro Coso College recognizes and thanks Dr. Mary Retterer for her outstanding contributions to the college and local communities.

The Senate voted to approve the Ad Hoc Committee's Department Reorganization recommendation.

New business:

How well the Academic Senate met its goals for 2009-2010 was reviewed and discussed. Proposed goals for 2010-2011 were discussed. The goals are to

- Evaluate and improve the process by which the Academic Senate conducts business
- Encourage participation in the State Academic Senate
- Review and delineate the budget process
- Increase faculty engagement with the college

Reports:

President's report: none

Administrative Report: Jill Board reported that administrators are in the midst of evaluating the IT department and Distance Education director position. The current IT director is no longer with us and the job description is currently being reviewed. Dr. Fay is the primary contact for Distance Education, assisted by Valerie Karnes. The IT and Distance Ed positions may not remain one position. Any with input on the matter should forward concerns or suggestions to Jill Board.

Luminus is ready to be launched in August if all content can be input.

Valerie Karnes reported on the pilot program for contracted community education is rapping up and being assessed. Several community ed classes are scheduled for the summer at various sites.

Valerie Karnes also reported on CREATE Renewable Energy Center project summary.

Matt Crow presented Resa Hess with a Classified Staff of the Year plaque.

Union Report: Paula Suarez is the new CCA chair. Laura Vasquez is the representative. CCA encourages participation from everyone, full- and part-time.

Treasurer's Report: \$343.96 ending balance. Matt suggested we get flowers for Dr. Retterer. Approved. Erica and Tom Heck had a baby boy (Matthew) and flowers were sent. As of the end of the year, there are six faculty members who have not paid.

Honors Committee: The honor's committee received a report from their partner school, UCLA. The report encourages lowering the entrance requirements from a 3.5 GPA to 3.2 which is common at most colleges.

Finals Committee: Pam Godfrey reported that a survey has been sent out and the decision on whether or not to have a final's week is still in progress. The sites (KRV, Mammoth, Bishop) are leaning toward eliminating finals week and having it as a regular week of classes.

CIC – May 26th is the first iteration of Curricunet. Trainers will be trained in the summer. It appears that the Board of Governors will adopt language that pre-requisites can be approved outside of a discipline.

At the last CIC meeting, members discussed the possibly of realigning CIC membership. Should we move to a one rep per department – would this be more operationally viable. This would increase the 10-11 current members to 13-14 members.

CIC commended Dennis on his service to CIC and as a member of the college.

Budget Committee: A recommendation from the committee concerning SISK who wants to increase rates. Tom Burke wants to wait until October before deciding whether benefit rates may increase.

Reminder: Commencement. Please be there between 5-5:30pm

Meeting Adjourned: 1:40pm

Agenda

Call to Order

Approval of Agenda

Approval of Minutes: Minutes from 13 May 2010 are pending

Open Forum (Five Minutes) Members of the public may make a statement addressing the Senate Action Items:

Unfinished Business: The following non-substantive changes need to be approved for the Department Re-organization proposal
Proposed Department Re-organization
Process Checklist/Time Line

The impacted Department Chair(s) and full time faculty should be notified of the initiating body or person's intent to purpose departmental re-organize. The body or person then informs the Department Chairs then the Academic Senate of intent to re-organize. Re-organization shall not occur across CTE-Academic Departments.

The following information is **required**:

Purpose (efficiency, requirement, money-savings)?
Which Departments are involved?
Who will perform the analysis?

The body or person performs the Data Gathering and Analysis (See worksheet) and presents the results to the Academic Senate. It is strongly suggested that an entire Senate meeting or special meeting be scheduled for this presentation.

If the proposal and analysis are deemed incomplete and/or inaccurate, the body or person will be informed of the need to rectify the analysis. The Academic Senate will require another presentation.

If the proposal and analysis are deemed complete and accurate, the proposal will be voted upon at the next Academic Senate Meeting.

If the proposal is passed, the Academic Senate president or designee will present the ~~proposal~~ **recommendation** to College Council as an information item, for input and suggestions.

The ~~proposal~~ **recommendation** is then returned to the Academic Senate for final approval.

If the proposal is not passed by Cerro Coso Academic Senate, the proposal will not be considered for another year by the Cerro Coso Academic Senate.

If the ~~proposal~~ **recommendation** is approved, CCA is notified of the ~~proposal~~ **recommendation** by the Academic Senate president.

New Business:2. Revise 5.1.1.3 Replace existing language to read *Only faculty and student members to serve as voting members.*

Reports (only for those who have a report)

President's Report:

Hiring: no official number has been announced, but we should have hiring requests finalized by November. See handout for suggested criteria.

Appointments: over the summer and at the start of the semester, the following appointments were made: IR researcher screening: Matt Crow, Lisa Fuller; IT Manager Screening: Laura Vasquez, Lucila Gonzalez-Cirre; CIC: Annette Hodges, Dick Adams.

There is a request to codify the processes for graduation: Faculty Marshall, student speaker, classified of the year award and such. I would like to create an ad hoc committee to do so.

We need to deal with the vacancy in the member at large position.

Administrative Report

Union Report

Treasurer's Report

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council: Proposal for Advisory Committee for
Educational Services. Dennis is sending information.

Program Review Committee

Equivalency Committee

Petitions Committee

Honors Committee

Strategic Plan Committee

Calendar Committee

Pedagogy and Technology Committee

Ad Hoc Committee Reports (none)

Other Reports (only for those who have a report)

Professional Development Committee

District Distance Education Task Force

College Council

TRT Committee

Safety Committee

Commencement Committee

Announcements

Adjourn

Agenda

Call to Order

Approval of Agenda

Approval of Minutes: Minutes from 13 May 2010 and 2 September 2010.

Open Forum (Five Minutes) Members of the public may make a statement addressing the Senate Action Items:

Unfinished Business: Revise 5.1.1.3 Replace existing language to read *Only faculty and student members to serve as voting members.e*

New Business: 1. Nominations for faculty at large: Jan Moline has been nominated.

Further nominations?

3. Basic Skills: Concerns have arisen over Basic Skills. Several have asked this item on the agenda. Discussion. Possible ad hoc committee?

Reports (only for those who have a report)

President's Report:

Hiring: I am asking for hiring requests by 10/7 for approval at the 10/28 Senate meeting. Hopefully, criteria will be finalized before 10/7. I will forward it as soon as it is known.

Appointments: Dennis has asked for faculty reps to participate in the District Curriculum Steering Committee. Suzie Ama has volunteered for SLO's and Lisa Fuller for Program review. Approval.

Volunteer from the CTE side to serve on facilities. Nominations.

Department Reorganization: Jill Board has asked to meet with Executive Council to discuss possible departmental reorganization. Executive Council agreed.

Agenda format: I would like to adopt the agenda format from the Participatory Governance Manual for senate unless there are objections.

Program Review: There seems to be a need to reactivate the Program Review committee. Exec discussed the possibility of creating a Program Review Coordinator to function similarly to SLO coordinator. Discussion.

Committee Members: I would like to obtain a list of current committee members and chairs.

Administrative Report

Union Report

Treasurer's Report

Standing Committee Reports (only for those that have a report)

Curriculum and Instruction Council:

Program Review Committee

Equivalency Committee

Petitions Committee: Petitions Committee make up. Jon Tittle has asked to step down as Chair but remain on the committee. Jan Moline, currently on the committee, has volunteered to chair.

Honors Committee

Strategic Plan Committee

Calendar Committee

Pedagogy and Technology Committee

Academic Senate
Thursday, 23 September 2010
IWV 604, MESCC 206, BESCC 122, KRV 2
12:30 – 1:30

Ad Hoc Committee Reports (none)

Other Reports (only for those who have a report)

Professional Development Committee
District Distance Education Task Force
College Council
TRT Committee
Safety and Security Committee
Commencement Committee

Announcements

Adjourn

Cerro Coso College Academic Senate

Meeting Agenda

Date: 7 October 2010

Time: 12:30-1:30

Location: IWV 604, MESCC 206, BESCC 122,
KRV 2

Type of Meeting: Academic Senate Regular Meeting

Purpose of Meeting:

Meeting Facilitator: Matthew Crow

I. Call to Order

II. Open Forum

III. Roll Call

IV. Adding Agenda Items

V. Approval of Minutes from Last Meeting – (Date)

VI. Closed Session

VII. Discussion Issues

- a) Calendar: Deferred until next meeting as Calendar Committee has been requested to produce a two year calendar and additional calendar information has been received.
- b) Faculty Hiring Proposals:
 - 1. Computer Science
 - 2. Math
 - 3. Allied Health Careers
 - 4. Counseling
 - 5. Anthropology
 - 6. Child Development
- c) Program Reviews:
 - 1. Business Office Technology(Karen O'Connor)
 - 2. Learning Assistance Center and Basic Skills Program Review (Bonita Robison)
- d) A resolution regarding Basic Skills

VIII. Information Issues

Veteran's Awareness Day (Penny Talley)

IX. Reports

- a) President's Report
Committee to revisit committees.
Information items from DCC
- b) Administrative Report
- c) Union Report
- d) Treasurer's Report
- e) Curriculum and Instruction Council:
- f) Program Review Committee:
- g) Equivalency Committee:
- h) Petitions Committee:
- i) Honors Committee:
- j) Strategic Plan Committee:
- k) Calendar Committee:
- l) Pedagogy and Technology Committee

X. Future Meeting Dates

- a) Next Executive Council Meeting 21 October 2010
- b) Next 28 October 2010

XI. Future Agenda Items and Review of Action Items of Current Meeting

XII. Announcements

XIII. Adjournment

Cerro Coso College Academic Senate

Meeting Agenda

Date: 28 October 2010

Time: 12:30-1:30

Location: IWV 604, MESCC 206, BESCC 122,
KRV 2

Type of Meeting: Academic Senate Regular Meeting

Purpose of Meeting:

Meeting Facilitator: Matthew Crow

I. Call to Order

II. Open Forum

III. Roll Call

IV. Adding Agenda Items

V. Approval of Minutes from Last Meeting – (7 October 2010) minutes are pending.

VI. Closed Session

VII. Discussion Issues

a) Vote on Faculty Hiring Proposals:

1. Computer Science
2. Math
3. Allied Health Careers
4. Counseling
5. Anthropology
6. Child Development

Program Reviews:

1. Business Office Technology(Karen O'Connor)
2. Business Program
3. Learning Assistance Center and Basic Skills Program Review (Bonita Robison)

b) Vote on a resolution regarding Basic Skills

VIII. Information Issues

Veteran's Awareness Day (Penny Talley)

IX. Reports

a) President's Report

Participatory Governance Presentation: 11 February 2010
Negotiations issues from CCA

- b) Administrative Report
- c) Union Report
- d) Treasurer's Report
- e) Curriculum and Instruction Council:
- f) Program Review Committee:
- g) Equivalency Committee:
- h) Petitions Committee:
- i) Honors Committee:
- j) Strategic Plan Committee:
- k) Calendar Committee:
- l) Pedagogy and Technology Committee
- m) Ad Hoc Committees
 - Waitlist committee:

X. Future Meeting Dates

- a) Next Executive Council Meeting 11 November 2010
- b) Next Senate of the Whole 18 November 2010

XI. Future Agenda Items

XII. Announcements

XIII. Adjournment

Cerro Coso College Academic Senate

Meeting Agenda

Date: 18 November 2010

Time: 12:30-1:30

Location: IWV 604, MESCC 206, BESCC 122,
KRV 2

Type of Meeting: Academic Senate Regular Meeting

Purpose of Meeting:

Meeting Facilitator: Matthew Crow

I. Call to Order

II. Open Forum

III. Roll Call

IV. Adding Agenda Items

Approval of Minutes from 7 October 2010(attached) and 28 October 2010(pending)

V. Closed Session

VI. Discussion Issues

Approval of 2 year academic calendar:

VIII. Information Issues

IX. Reports

- a) President's Report
Participatory Governance Presentation: 11 February 2010
Plenary Session report
- b) Administrative Report
- c) Union Report
- d) Treasurer's Report
- e) Curriculum and Instruction Council:
- f) Program Review Committee:
- g) Equivalency Committee:
- h) Petitions Committee:
- i) Honors Committee:
- j) Strategic Plan Committee:
- k) Calendar Committee: See discussion issues

Our mission is to Educate, Innovate, Inspire, and Serve.

- l) Pedagogy and Technology Committee
 - m) Ad Hoc Committees
- Waitlist committee:

X. Future Meeting Dates

- a) Next Executive Council Meeting 30 November 2010
- b) Next Senate of the Whole 2 December 2010

XI. Future Agenda Items

XII. Announcements

XIII. Adjournment

Cerro Coso College Academic Senate

Meeting Agenda

Date: 2 December 2010

Time: 12:30-1:30

Location: IWV 604, MESCC 206, BESCC 122,
KRV 2

Type of Meeting: Academic Senate Regular Meeting

Purpose of Meeting:

Meeting Facilitator: Matthew Crow

I. Call to Order

II. Open Forum

III. Roll Call

IV. Adding Agenda Items

V. Approval of Minutes from 18 November 2010 (pending)

VI. Closed Session

VII. Discussion Issues

Program Discontinuance

Changes to board policy

Proposed Reorganization Policy

VIII. Information Issues

Honors Contract (honors committee)

IX. Reports

- a) President's Report
- b) Administrative Report
- c) Union Report
- d) Treasurer's Report
- e) Curriculum and Instruction Council:
- f) Program Review Committee:
- g) Equivalency Committee:

- h) Petitions Committee:
 - i) Honors Committee:
 - j) Strategic Plan Committee:
 - k) Calendar Committee: See discussion issues
 - l) Pedagogy and Technology Committee
 - m) Ad Hoc Committees
- Waitlist committee:

X. Future Meeting Dates

- a) Next Executive Council Meeting 14 January 2011
- b) Next Senate of the Whole 20 January 2011

XI. Future Agenda Items

XII. Announcements

XIII. Adjournment

Cerro Coso College Academic Senate

Meeting Agenda

Date: 20 January 2011

Time: 12:30-1:30

Location: IWV 604, MESCC 206, BESCC 122,
KRV 2

Type of Meeting: Academic Senate Regular Meeting

Purpose of Meeting:

Meeting Facilitator: Matthew Crow

I. Call to Order

II. Open Forum

III. Roll Call

IV. Adding Agenda Items

Approval of Minutes from 18 November 2010 and 2 December 2010

V. Closed Session

VI. Discussion Issues

Proposed changes to By-laws and Standing Rules
Faculty hiring resolution

VIII. Information Issues

IX. Reports

- a) President's Report
- b) Administrative Report
- c) Union Report
- d) Treasurer's Report
- e) Curriculum and Instruction Council:
- f) Program Review Committee:
- g) Equivalency Committee:
- h) Petitions Committee:
- i) Honors Committee:
- j) Strategic Plan Committee:
- k) Calendar Committee: See discussion issues
- l) Pedagogy and Technology Committee

Our mission is to Educate, Innovate, Inspire, and Serve.

m) Ad Hoc Committees

Future Meeting Dates

a) Next Executive Council Meeting 27 January 2011

b) Next Senate of the Whole 3 February 2011

X. Future Agenda Items

XI. Announcements

XII. Adjournment

Cerro Coso College Academic Senate

Meeting Agenda

Date: 3 February 2011

Time: 12:30-1:30

Location: IWV 604, MESCC 206, BESCC 122,
KRV 2

Type of Meeting: Academic Senate Regular Meeting

Purpose of Meeting:

Meeting Facilitator: Matthew Crow

I. Call to Order

II. Open Forum

III. Roll Call

IV. Adding Agenda Items

Approval of Minutes from 20 January 2011

V. Closed Session

VI. Discussion Issues

Proposed changes to By-laws and Standing Rules(vote)
Faculty hiring resolution(vote)

VIII. Information Issues

IX. Reports

- a) President's Report
- b) Administrative Report
- c) Union Report
- d) Treasurer's Report
- e) Curriculum and Instruction Council:
- f) Program Review Committee:
- g) Equivalency Committee:
- h) Academic Petitions Committee:
- i) Honors Committee:
- j) Strategic Plan Committee:
- k) Calendar Committee: See discussion issues
- l) Pedagogy and Technology Committee

Our mission is to Educate, Innovate, Inspire, and Serve.

- m) Basic Skills Committee
- n) Ad Hoc Committees

Future Meeting Dates

- a) Next Executive Council Meeting 17 February 2011
- b) Next Senate of the Whole 24 February 2011

X. Future Agenda Items

XI. Announcements

XII. Adjournment

Cerro Coso College Academic Senate

Meeting Agenda

Date: 24 February 2011

Time: 12:30-1:30

Location: IWV 604, MESCC 206, BESCC 122,
KRV 2

Type of Meeting: Academic Senate Regular Meeting

Purpose of Meeting:

Meeting Facilitator: Matthew Crow

- I. Call to Order**
- II. Open Forum**
- III. Roll Call**
- IV. Adding Agenda Items**

Approval of Minutes from 3 February 2011 see attachment

- V. Closed Session**
- VI. Discussion Issues**

Faculty hiring resolution(vote): An Academic Senate Resolution Regarding Hiring:

Whereas, during the last five years Cerro Coso College has experienced a decline in the number of full-time faculty, and

Whereas, current hiring plans will still result in no net gain in full-time faculty numbers or appreciable progress towards the state mandated 75/25 goal, a goal that Cerro Coso College as a college lags seriously behind the other two colleges in the Kern Community College District, and

Whereas, the Kern Community College District as a whole faces a serious shortage in number of faculty should the Faculty Obligation Number be unfrozen by the Board of Governors,

Therefore Be It Resolved that the Academic Senate recommends the hiring of nine new faculty for 2011-12.

Pedagogy and Technology Committee recommendation (vote): The Pedagogy and Technology Standing Committee of the Academic Senate recognizes that teaching in a distance education environment requires additional training specific to the environment used. To this end the committee recommends that the College requires all instructors to successfully complete training prior to assignment in a distance education environment.

For online and hybrid courses, the committee recommends that potential instructors complete training courses in online teaching and learning and teaching within the Moodle course management system. This requirement can be met by successfully completing the courses at

Cerro Coso, @One, or an equivalent institution and should be verified by the appropriate Department Chair prior to course assignment.

Due to recent changes that have affected offering the required courses at Cerro Coso and to meet the immediate needs of previously identified potential Cerro Coso instructors caught in the changes, the committee recommends that the College arranges to pay for those instructor's enrollment and completion of @One's Introduction to Online Teaching and Learning and Introduction to Teaching with Moodle courses for possible teaching assignments in the Summer and Fall of 2011.

The committee also recommends that the College devote additional time, energy, and resources to provide ongoing support and training for faculty teaching in distance education environments.

Nominations for Executive Council:

Graduation committee requests nominations for the following:

- 2 IWV student speakers;
- 1 South Kern student speaker;
- 1 Grand Marshall;
- 2 faculty readers;
- 4 ushers (2 faculty ushers; 2 student ushers);
- And a return of the medallion question

VIII. Information Issues

IX. Reports

- a) President's Report
- b) Administrative Report
- c) Union Report
- d) Treasurer's Report
- e) Curriculum and Instruction Council:
- f) Program Review Committee:
- g) Equivalency Committee:
- h) Academic Petitions Committee:
- i) Honors Committee:
- j) Strategic Plan Committee:
- k) Calendar Committee: See discussion issues
- l) Pedagogy and Technology Committee
- m) Basic Skills Committee
- n) Ad Hoc Committees

Future Meeting Dates

- a) Next Executive Council Meeting 3March 2011
- b) Next Senate of the Whole 17 March 2011

X. Future Agenda Items

XI. Announcements

XII. Adjournment

Cerro Coso College Academic Senate

Meeting Agenda

Date: 17 March 2011

Time: 12:30-1:30

Location: IWV 604, MESCC 206, BESCC 122,
KRV 2

Type of Meeting: Academic Senate Regular Meeting

Purpose of Meeting:

Meeting Facilitator: Matthew Crow

I. Call to Order

II. Open Forum

III. Roll Call

IV. Adding Agenda Items

Approval of Minutes from 3 February 2011 see attachment

V. Closed Session

VI. Discussion Issues

Elections for Executive Council:

Pres. – Matt Crow

Vice Pres – Kim Kelley

Treasurer – Cheryl Gates

Secretary – Laura Vasquez

Member-at-Large – Jan Moline

Nominations for student speakers:

Darryl Moline

Pedro Santiago

Rebekah Cash

(further nominations)

Nominations for Faculty Marshal

Jon Title

(further nominations)

Registration Priority/Unit Restriction proposal approved by BC Academic Senate
(attached)

VIII. Information Issues

Items for discussion for the Area A meeting on 25 March 2011

CLEP (attached)

Our mission is to Educate, Innovate, Inspire, and Serve.

Disciplines List(attached)
Content Review (attached)
Resolutions (not yet attached as I am having trouble extracting the file)

IX. Reports

- a) President's Report
- b) Administrative Report
- c) Union Report
- d) Treasurer's Report
- e) Curriculum and Instruction Council:
- f) Program Review Committee:
- g) Equivalency Committee:
- h) Academic Petitions Committee:
- i) Honors Committee:
- j) Strategic Plan Committee:
- k) Calendar Committee: See discussion issues
- l) Pedagogy and Technology Committee
- m) Basic Skills Committee
- n) Ad Hoc Committees

Future Meeting Dates

- b) Next Executive Council Meeting : TBD
- c) Next Senate of the Whole 31 March 2011

X. Future Agenda Items

XI. Announcements

XII. Adjournment

Cerro Coso College Academic Senate

Meeting Agenda

Date: 31 March 2011

Time: 12:30-1:30

Location: IWV 604, MESCC 206, BESCC 122,
KRV 2

Type of Meeting: Academic Senate Regular Meeting

Purpose of Meeting:

Meeting Facilitator: Matthew Crow

I. Call to Order

II. Open Forum

III. Roll Call

Adding Agenda Items:

Approval of Minutes from 17 March 2011 attachment to follow

IV. Closed Session

V. Discussion Issues: Consideration of Bakersfield College Proposed unit limit on priority registration. See Attached

VI. Information Issues:

VII. Reports

- a) President's Report
- b) Administrative Report
- c) Union Report
- d) Treasurer's Report
- e) Curriculum and Instruction Council:
- f) Program Review Committee:
- g) Equivalency Committee:
- h) Academic Petitions Committee:
- i) Honors Committee:
- j) Strategic Plan Committee:
- k) Calendar Committee: See discussion issues
- l) Pedagogy and Technology Committee
- m) Basic Skills Committee

- n) Accreditation Report:
 - o) Ad Hoc Committees
- Future Meeting Dates**
- b) Next Executive Council Meeting :
 - c) Next Senate of the Whole

VIII. Future Agenda Items

IX. Announcements

X. Adjournment

Cerro Coso College Academic Senate

Meeting Agenda

Date: 28 April 2011

Time: 12:30-1:30

Location: IWV 604, MESCC 206, BESCC 122,
KRV 2

Type of Meeting: Academic Senate Regular Meeting

Purpose of Meeting:

Meeting Facilitator: Matthew Crow

I. Call to Order

II. Open Forum

III. Roll Call

Adding Agenda Items:

Approval of Minutes from 31 March 2011 see attachment

IV. Closed Session

V. Discussion Issues:

CIS Program Review: see attached

Web Design Program Review: see attached

~~Emeritus Status Approval~~

Feedback on District-wide Strategic Plan

VI. Information Issues:

Distance and Education Task Force Report and Recommendation(see attached0

Science Department name change: Science and Engineering

Institutional Effectiveness Committee (see attached)

VII. Reports

a) President's Report:

Faculty Chair elections:

District Consultation Council Report

b) Administrative Report

c) Union Report

d) Treasurer's Report

e) Curriculum and Instruction Council:

f) Program Review Committee:

g) Equivalency Committee:

h) Academic Petitions Committee:

- i) Honors Committee:
- j) Strategic Plan Committee:
- k) Calendar Committee: See discussion issues
- l) Pedagogy and Technology Committee
- m) Basic Skills Committee
- n) Accreditation Report:
- o) Ad Hoc Committees

Future Meeting Dates

- b) Next Executive Council Meeting :
- c) Next Senate of the Whole : 5 May 2011

VIII. Future Agenda Items

IX. Announcements

X. Adjournment

Cerro Coso College Academic Senate

Meeting Agenda

Date 12 May 2011

Time: 12:30-1:30

Location: IWV 604, MESCC 206, BESCC 122,
KRV 2

Type of Meeting: Academic Senate Regular Meeting

Purpose of Meeting:

Meeting Facilitator: Matthew Crow

I. Call to Order

II. Open Forum

III. Roll Call

Adding Agenda Items:

Approval of Minutes from 17 March 2011 see attachment

IV. Closed Session

V. Discussion Issues:

CIS Program Review: vote

Web Design Program Review: vote

Administration of Justice Program review: First reading

Feedback on District-wide Strategic Plan

Review of Goals from 2010-11:

Evaluate and improve the process by which the Academic Senate conducts business

Encourage participation in the State Academic Senate

Review and delineate the budget process

Increase faculty engagement with the college

Establish Goals for 2011-12

Meeting times for 2011-12

VI. Information Issues:

VII. Reports

a) President's Report:

b) Administrative Report

c) Union Report

d) Treasurer's Report

- e) Curriculum and Instruction Council: Recommendation to approve the following new Programs: BSOT Office Assistant Certificate
BSOT Office Clerk Certificate
ADMJ Criminal Justice AA-T degree
MATH Mathematics AS-T degree
WELD Welding Processes Certificate
 - f) Program Review Committee:
 - g) Equivalency Committee:
 - h) Academic Petitions Committee:
 - i) Honors Committee:
 - j) Strategic Plan Committee:
 - k) Calendar Committee: See discussion issues
 - l) Pedagogy and Technology Committee
 - m) Basic Skills Committee
 - n) Accreditation Report:
 - o) Ad Hoc Committees
- Future Meeting Dates**
- b) Next Executive Council Meeting :
 - c) Next Senate of the Whole : Sometime in September

VIII. Future Agenda Items

IX. Announcements

X. Adjournment

Academic Senate
Thursday, 2 September 2010
IWV 604, MESCC 206, BESCC 122, KRV 2
12:30-1:30

Minutes

Call to Order: 12:35

Approval of Agenda: Agenda approved

Approval of Minutes: Minutes of 13 May meeting pending.

Senate Attendees: Christine Abbott, Shannon Bliss, DeAnna Campbell, Scott Cameron, Lisa Fuller, Cheryl Gates, Pam Godfrey, Lucia Gonzalez-Cirre, Kari Hamilton, Annette Hodgins, Greg Kost, Debby Kurti, Corey Marvin, Michael Metcalf, Jan Moline, Karen O'Connor, Mary O'Neal, Heather Ostasch, Bonita Robison, Debbie Rundell, Joe Slovecsek, John Stenger-Smith, Paula Suarez, Christine Swiridoff, Penny Talley, John Tittle, Laura Vasquez

Open Forum: None

Unfinished business: College Council requested the word "proposal" be changed to "recommendation" in the Department's re-organization proposal. The change was approved.

New Business:

Change on CIC. One member at large and one faculty member needed.

A change in CIC bylaws: Revise 5.1.1.3 Replace existing language to read *Only faculty and student members to serve as voting members.*

Reports:

President's Report: There is no official number for new hires but we should have hiring requests finalized by November. Criteria for New Hires was presented as follows:

In a discussion with the college presidents, Chancellor Serrano indicated that she would value that the following data be presented for new hire requests:

- Student demand (based on waitlist, productivity, and class size)
- Amount of adjunct load and faculty overload
- Number of sections
- Number of degrees and certificates.

Please do not consider this an exhaustive or definitive list. Jill and Matt discussed her notes from the meeting with the Chancellor at their weekly meeting.

Appointments: over the summer and at the start of the semester, the following appointments were made:

IR research screening: Matt Crow, Lisa Fuller
IT Manager Screening: Laura Vasquez, Lucila Gonzalez-Cirre
CIC: Annette Hodgins, Dick Adams

There has been a request to codify the process for graduation: Faculty Marshall, student speaker, classified of the year award and such. Matt asked for an ad hoc committee to do so. Matt will chair the committee. Karen O'Connor, Jan Moline, Jon Tittle, and Mary O'Neal volunteered to serve on the committee.

There is a vacancy in the member-at-large position on the Executive Committee. Any interested should contact Matt.

Administrator's Report: Heather reported that they are working on the waitlist issues and requested input from faculty to make the process more concrete and run smoothly. The waitlist committee will revisit the issue and work to codify the process.

Heather also reported that future moneys may be based on successful completion rates. Attrition for online classes is high. We need to be proactive and develop long term strategies to get the right students in the right classes and develop or improve on best practices for online classes.

Mary O'Neal reported that 70% of Cerro Coso's students are taking at least one online class.

Union Report: Paula Suarez reported that the goal was to increase membership, especially part-time representation, to improve communication, and to negotiate a successful contract. Sunshine begins in October.

Treasurer's Report: Cheryl Gates reported that \$25 is adequate for dues if everyone pays. 20 people have already paid this year. A suggestion was posed to offer pay pal. However, it would not be cost effective since Pay Pal charges 2.3% plus thirty cents (\$1.03) for each transaction. Transfers also incur fees.

\$341.65 was carried over from last year. Ending balance: \$798.96

Standing Committees:

CIC – Curricunet (an online interface program) begins this Fall. All CORs will be read, created, revised through Curricunet. No more paper forms will be accepted for course changes. The first training for CIC members will be Sept 10 (LRC 631). Faculty Chairs will be trained on Sept 14. Training sessions will also be offered throughout October.

CIC has amended the process so courses that are out of date will no longer remain on the books. All courses should be updated and revised every five years. Department chairs will be given one semester to update or delete a six year old class. Failure to update will cause the class to be removed/deleted by the next semester, which means it cannot be offered.

- Some courses were approved without updated information
- Anything that hasn't been written down, needs to go through the approval process again

- Several forms were originally submitted, approved and lost (probably a CIC internal process problem) but these courses need to be resubmitted

Two goals for CIC: (1) help faculty survive implementation of curricunet, (2) find and revise the lost data

Courses that need to be completed until the November board meeting which means they need to be submitted to CIC by Friday, Oct. 8th for the Spring Schedule.

Equivalency Committee: The committee reviewed and approved one math and one English equivalency.

Honors Committee: The committee has lowered the GPA requirement from 3.5 to 3.25 with 101 eligibility. They are working on implementing contracts so honors students would receive credit for honors classes.

College Council: College Council has proposed a mission statement to be read at each meeting (or placed on the agenda). Matt will send a copy via email.

Safety Committee: Penny Talley confirmed as CC faculty member. She also volunteered for facilities

Catalogue issue – the district moved its timeline up and wanted the catalogue reviewed and revised by August 3rd. That left only seven days for review, which is why the catalogue went out with various errors.

Meeting Adjourned: 1:35

Academic Senate
Thursday, 2 September 2010
IWV 604, MESCC 206, BESCC 122, KRV 2
12:30-1:30

Minutes

Call to Order: 12:39

Approval of Agenda: Agenda approved with addition to Petitions Committee

Approval of Minutes: Minutes of 13 May approved, minutes of 2 September approved with two corrections: equivalency committee approved one math and one English equivalency; Sunshining (CCA) begins in October, not November.

Senate Attendees: Dick Adams, Suzie Ama, Scott Cameron, Lisa Fuller, Cheryl Gates, Dennis Jensen, Lucia Gonzalez-Cirre, Kari Hamilton, Annette Hodgins, Corey Marvin, Michael Metcalf, Jan Moline, Karen O'Connor, Mary O'Neal, Bonita Robison, Joe Slovecsek, Paula Suarez, Penny Talley, John Tittle, Laura Vasquez

Open Forum: None

Unfinished business:

At the last Senate meeting a request to revise 5.1.2.3 of the bylaws to replace existing language to read *Only faculty and student members to serve as voting members* was presented. No discussion. Recommendation approved.

New Business:

Jan Moline has been nominated as Executive Council Member at Large. Motion made: Mary O'Neal, Second Karen O'Conner to accept the nomination. Approved

Concerns have arisen over Basic Skills. Matt asked if a possible ad hoc committee was needed. Dr. Fay announced that Missy Gross would take on the role of Basic Skills Coordinator. Discussion: Cheryl Gates suggested that the Academic Senate resubmit the proposal to make Basic Skills its own department. The following discussion resulted in the decision to reaffirm what we as a Senate have already approved.

Several faculty also expressed concern that there is not enough reporting to the Senate body and therefore, the Basic Skills Committee of the Academic Senate should be reinstated. There was further concern that due to the amount and type of work that needs to be accomplished for basic skills, the coordinator position should be a full-time faculty member.

A motion was made and seconded to reactivate the Basic Skills Committee of the Academic Senate. Motion approved. The Executive Council will determine who is on the committee, who is inactive and ask for volunteers to replace those who have retired and/or resigned from the committee.

Reports:

President's Report:

Hiring: Matt is asking for hiring requests by 7 October for approval at the 28 October Senate meeting. Academic Senate Presidents have asked the Chancellor to provide a formulation of criteria that would standardize hiring for all three colleges in the district.

Discussion: Jon Heaton suggested that there also be a special criteria for needed classes that do not have full-time faculty, especially those classes that have a difficult time finding part-time instructors.

Dr. Fay suggested we look at the demand for similar classes at PC and BC to base an argument for the need for more full-time faculty.

The Chancellor made it clear that loss of a faculty member does not guarantee a replacement. There still must be a demonstrated need.

Appointments: Dennis has asked for faculty reps to participate in the District Curriculum Steering Committee. Suzie Ama has volunteered for SLO's and Lisa Fuller for Program review.
Approved.

A volunteer from the CTE side is needed to serve on facilities. Cheryl Gates volunteered and was approved.

Department Reorganization: Jill Board has asked to meet with the Executive Council to discuss possible departmental reorganization. The Executive Council has agreed.

To further clarify: Matt stated that the meeting itself cannot decide anything. The purpose is to hear what administration suggests/proposes and bring that back to Academic Senate.

Agenda format: Matt would like to adopt the agenda format from the Participatory Governance Manual for senate. Approved.

Program Review: Executive Council presented the need to reactivate the Program Review Committee. Exec also discussed the possibility of creating a Program Review Coordinator to function similarly to SLO coordinator with load. Jill Board indicated that she would approve if it was a terminating position.

Suzie Ama suggested we consider an Assessment Coordinator that coordinates and reviews both Program Review and SLOs.

Suzie Ama volunteered to chair Program Review Committee; Lisa Fuller and Corey Marvin volunteered to be on the committee.

Committee Members: Matt has asked for a list of current committee members and chairs. If you are chairing a committee, please notify Matt and send him a list of committee members.

Administrator's Report:

CTE will be hosting a two-day workshop for Middle, High School, and Community College faculty on Oct. 8-9th. There will be a KidWind Teacher Workshop, and Introduction to Solar Training, and a PV Teacher Development Workshop.

Accreditation: Dr. Fay reported a change in terminology. The term "Self-Evaluation" replaces Self-Study. Themes was an important agenda item at the latest conference. Colleges were also encouraged to examine their College Mission Statement to see if it meets the needs of their distance education population.

All our courses must be addressed and most of the outcomes. If all have not been assessed, there needs to be clear goals in place for when those outcomes will be assessed.

Cerro Coso has a new Internal Researcher: Tina Tuttle

Union Report:

Paula Suarez reported that CCA and the districted have sunshined for the contract. One of the goals is for reorganization, therefore, Paula volunteered to sit in the meeting with the Executive Council and Administrators.

CCA has a new website and our first newsletter of the year has been sent out. The purpose of both is to keep faculty/staff informed about what the union does for you, and what CCA has to offer.

Treasurer's Report:

Ending balance \$1,009.83 after \$64.13 for flowers sent to Mary Peoples. There are still 25 people who have not paid.

Standing Committees:

CIC – Curricunet has been revised and most input has been integrated. Faculty members have already begun submitting courses through the process. One of CICs goals this year is to assist faculty members getting through the process.

CIC is in the process of prioritizing old courses beginning with those that haven't been revised for six years.

Petitions Committee: John Title has stepped down and chair. Jan Moline has volunteered to chair the committee. Shannon Bliss has stepped down and will be replaced by Scott Cameron. Approved.

Jan reported there are 10 petitions before the committee. The committee is in the process of updating a handout of procedures that will be given to all students as they initiate the petition process that will include petitions committee meeting timeframes so that students can submit petitions in a timely manner as they prepare for graduation, transfer applications or honors programs applications.

Calendar Committee: The Calendar committee and presented a proposed 2011-2012 calendar. The calendar will be emailed to all members. If you have any input, please send comments to the committee (Laura Vasquez, Cheryl Gates, Lucia Gonzalez-Cirre) or to Matt Crow before the next Senate meeting. A 10-week summer session has been proposed. Jan Moline stated that for the more uniform the start and end dates are the better for Veterans, but uniform start dates were the most important.

Meeting adjourned: 2:00 pm

Academic Senate
Thursday, 2 September 2010
IWV 604, MESCC 206, BESCC 122, KRV 2
12:30-1:30

Minutes

Call to Order: 12:39

Approval of Agenda: Agenda approved with addition to Petitions Committee

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Senate Attendees: Dick Adams, Suzie Ama, Scott Cameron, Lisa Fuller, Cheryl Gates, Dennis Jensen, Lucia Gonzalez-Cirre, Kari Hamilton, Annette Hodgins, Corey Marvin, Michael Metcalf, Jan Moline, Karen O'Connor, Mary O'Neal, Bonita Robison, Joe Slovecsek, Paula Suarez, Penny Talley, John Tittle, Laura Vasquez

Open Forum: None

Unfinished business:

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Standing Committees:

CIC – Curricunet has been revised and most input has been integrated. Faculty members have already begun submitting courses through the process. One of CICs goals this year is to assist faculty members getting through the process.

CIC is in the process of prioritizing old courses beginning with those that haven't been revised for six years.

Petitions Committee: John Title has stepped down and chair. Jan Moline has volunteered to chair the committee. Shannon Bliss has stepped down and will be replaced by Scott Cameron. Approved.

Jan reported there are 10 petitions before the committee. The committee is in the process of updating a handout of procedures that will be given to all students as they initiate the petition process that will include petitions committee meeting timeframes so that students can submit petitions in a timely manner as they prepare for graduation, transfer applications or honors programs applications.

Calendar Committee: The Calendar committee and presented a proposed 2011-2012 calendar. The calendar will be emailed to all members. If you have any input, please send comments to the committee (Laura Vasquez, Cheryl Gates, Lucia Gonzalez-Cirre) or to Matt Crow before the next Senate meeting. A 10-week summer session has been proposed. Jan Moline stated that for the more uniform the start and end dates are the better for Veterans, but uniform start dates were the most important.

Meeting adjourned: 2:00 pm



**Academic Senate
Meeting Minutes**

Date: 10/07/2010

Time: 12:30 p.m.

Location: LRC 604

Type of Meeting: Academic Senate Regular Meeting

Meeting Facilitator: Matt Crow, Academic Senate President

Call to Order

Matt called to order the regular meeting of the Academic Senate at **1240 on Thursday, October 07, 2010** in **LRC 604**.

Roll Call

The following persons were present: Suzie Ama, Greg Kost, Christine Abbot, Joe Slovacek, Cheryl Gates, Julie Cornett, Cliff Davis, Dick Adams, Karee Hamilton, John Stenger-Smith, James O'Connor, Scott Cameron, Bonita Robison, Jon Heaton, Larry Board, Jon Tittle, Shannon Bliss, Penny Talley, Dean Bernsten, Pam Godfrey, Annette Hodgins, Mary O'Neal, Claudia Sellers, Christine Swiridoff, Lisa Fuller, Karen O'Connor, Matt Crow, Jan Moline

Guests: (Names) Crystal Freeman, ASCC Vice-President, Jill Board, CCCC President

Reading of Mission Statement None

Added Action Items: None

Approval of Minutes from Last Meeting – 09/23/2010

The 09/23/2010 minutes, were presented reviewed and feedback collected via electronic and hard copy at the meeting. The committee accepted the 09/23/2010 meeting minutes as presented.

Closed Session None

Old Business

Discussion Issues

None

Information Issues

a) Calendar—(Matt Crow)

The Calendar we presented last time will not be put forward for approval. Matt indicated that he took responsibility for pushing it too quickly. We had not received documents from the district defining the state holidays and the draft calendar the district always puts out that we adapt. The Calendar Committee has been recharged with looking at that information and have also been charged with trying to produce a two year calendar so that we will have two years in the books. We will begin in the Spring on the subsequent two years so that we have a long term calendar set up. Changes could certainly occur, these would not be tablets on the mountain top that we would have to follow but we would have a good idea over the next four years where we are going.

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New Business

Discussion Issues

- a) Requests for Faculty Hires—(Matt Crow) Matt indicated that he hoped he had captured all that people had sent him. If not he would certainly entertain adding other to the agenda. Matt reminded that this meeting was our opportunity to hear and review proposals, our presentation meeting. Next meeting (10/28/2010) is the actual vote. Matt also announced that the meeting was being recorded through CC Confer and would be archived for review later. Matt will ask Laura Vasquez, Secretary, at our next Executive meeting to create a ballot where people can rank the order in which they would recommend hiring based on the proposals. The presentations today are in no particular order. The first on the list is Computer Science, if no one else wants to go first (seeing none), Karen O'Connor for Computer Science.

Discussion

Action Item: Request Ballot for ranking New Hire list at Executive Council.

- b) Computer Science—(Karen O'Connor) Karen reported that she had great difficulty finding accurate data. However, that based on the fact that release time for Department Chairs was based on FTES/# of classes in a department and that she had more than any other chair that data indicated that the Business, Business Office Technology and Computer Science was offering more course to more students than in other Departments. She reported that the Department offered 8 degrees utilizing 3 full-time faculty and 18-22 adjunct faculty. At this time the Department does not have anyone qualified to teach Computer Science and have been unable to offer CSCI C265 (C++ Programming) last Spring because they could not find an instructor. In completing Program Review for the Department, it has been decided to move fifteen CSCI courses to BSOT; however, the remaining CSCI courses require an Instructor qualified in Computer Science. Of the Computer Science courses, only one is being offered on campus. The adjunct faculty have full time jobs elsewhere making it impossible to schedule classes during the day. Karen indicated that although she had spent 4 hours working on the data she still did not have everything she needed to show the employment patterns for jobs related to the department offerings. Jill interjected that EMSI data was problematic because it grouped employers based on zip codes of the pay office, excluding many local employers (NAWCWD, multiple contractors to NAWCWD, Cerro Coso and many others where payroll is located outside the service area). Jim O'Connor indicated that many of our Industrial employers are not captured either as the payrolls come out of Tehachapi.

Karen did point out that in just the Spring alone, the department had the equivalent of 8 full time faculty being taught by some 18 part time faculty.

Shannon pointed out that the Engineering degree requires C++ and they have been unable to offer it to date so the lack of Computer Science also affects the Engineering degree.

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- c) Mathematics—(Dean Bernsten) Dean indicated that before he began his presentation that he would vote 1st for everybody's proposal. Dean then went on to add that as a part of the presentation the proposals were to indicate future trends regarding hiring and that those trends for Math were dependent on the departments that they served. He reiterated that Math and English were service departments that served Engineering, Science, Business, Industrial Technology, all the departments. He also contended that projecting was prognosticating and he didn't have any prognostication tools; however, he did have history. He said he'd used the enrollment history for the newest full-time faculty member for the past four semesters. The information provided shows that instructor is loaded a 1.6. It was also noted that using adjunct Math faculty from the pool of mathematicians on the base was problematic because they worked full time during the day on the base and that most of the math classes offered were offered during the day. Currently, the adjuncts teaching during the day are all retirees. One is 80 years old. Dean made the point that a day before one semester began the wife of one of the adjuncts called to tell him the man had had a heart attack. Also, that due to the tenuous nature of adjunct availability he'd had to replace an adjunct with himself this semester. He pointed out that in the proposal information distributed it could be seen that even with one full-time faculty member gone, the rest are overloaded at an average of 1.472. ("teaching at 2.0 overload ain't no fun! I am tired all the time.") If a Math instructor were hired they would require an office which is available on the third floor, a desk and a computer. The next program review will reflect the need for a new hire. The proposal information includes graphs showing the course offerings, FTES and faculty assignment histories. They are accurate. Dean reiterated that he supported all the positions being presented.

Questions:

Shannon Bliss: Asked if Dean was proposing a specialist whose courses would directly feed Engineering, Nursing or Trades. The response was that the new hire needed to be a generalist that could teach any of the Math courses that fed all of those areas

Mary O'Neal asked if the tenured professor at .53 load would be returning to full load. No comment can be made at this time.

Jon Heaton asked that if that instructor were at full load would the hire be requested. And the answer was NO.

Matt Crow pointed out that everyone was currently at an overload and .47 load wouldn't alleviate that entirely.

Jon Tittle pointed out that Dean's answer highlights a dangerous trend; we are beginning to view 1.6 load as normal. It is an overload and faculty tend to get burnt out when teaching at 1.6 for very long.

- d) Health Careers—(Cheryl Gates) Cheryl pointed out that when she began in 2004 there were 144 students enrolled in Health Careers courses. There are now 649 students, which is an increase of 350%. This has been done with no increase in full time faculty. The Health Careers department has met the needs of our communities, of the district, of the college, of the vocation and of the program with no additional support, (in fact, one year there was a full time faculty member out the entire year). Cheryl indicated that as of census this Fall there were 649 students in programs on four campuses and online and in 2004 there programs on two campuses and none online. Health Care has grown and continues to grow. It is the fastest growing industry in the U.S. We can't produce enough

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CNAs, Medical Assistants, LVNs which is the bridge to RNs. RNs are a dire need for the country much less the state and city. RRH currently has 6 labor and delivery travelers (there are not enough nurses in the local area to staff the hospital with local nurses). Cheryl indicated that her greatest need was in Health Careers as opposed to Nursing. However, it would be more effective to hire a Nurse qualified to teach the Health Careers courses. Currently, the full time faculty overload for this semester is at .94. Health Careers has 16 adjunct faculty, two working at 1.0 load, paid by Bishop and Mammoth hospitals. Eleven of the 13 adjuncts are at .6 load. There is no room to add classes to any of these adjuncts; they are maxed out. Cheryl pointed out the proposal information showed 34 sections and the courses are a minimum of 3 – 8 units. Additionally, other campus sites want Health Careers programs but they cannot be offered because we do not have the faculty. In addition, Cheryl has been trying to revise the Medical Assisting program for 6 months; however, it is taught entirely by adjuncts that are not paid for meetings and the time required to revise the program and the course CORs. The new hire could be a faculty resource that could take over and complete the revisions needed for that program.

The faculty requests are included in both the Unit Plans and Program Review. The data includes the program FTES (using a formula that Mary O’Neal provided); however 09 data was excluded as it was unavailable (a problem accessing the data). Even without that data, the trend of a steady increase in offerings and enrollment is evident. Cheryl concluded with the fact that it was obvious the Health Careers department had the desire to make the programs successful and that additional faculty would be a much-appreciated help in continuing to achieve that goal.

Questions: None

- e) Counseling—(Jan Moline) Jan pointed out that Counseling was coming forward again to ask for a full time position (prior requests approved by Academic Senate were not hire for a variety of reasons). Counseling supports all of the students enrolled in all of Cerro Coso’s programs: transfer to four year, general ed, basic skills, CTE. Counseling provides student support services, outreach and recruitment activities, and retention activities (including Early Alert, and Orientation and Student Success courses).

The need for a new hire is addressed in our most recent Program Review. The request for a full time counselor has been made and supported in prior Program Reviews and Unit Plans for the last 4 years.

The position would act as the Transfer Center director and coordinate outreach and recruitment activities. The position would assist with the new K-16 Bridge program, working with general population students and transfer students. They would assist in increasing the overall number of transfer students, increased retention rates and success rates; provide instructional support for the student success courses and orientation courses as well as basic skills and career development. Counseling had been meeting increasing student need with part-time counseling assignments and although the part time counselors were, extremely helpful temporary assignments required the same training as if it had been a full time assignment only to have that person reassigned to something else, or leave in a very short period. It was very inefficient and did not meet departmental needs. The of part time counselors or temporary assignments (partial assignment to a particular area while also assigned full time or having a full time assignment in another area reduced to cover the partial assignment) doesn’t equate to having a permanent full time counselor. They are not able to take on coordination for the

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variety of programs and responsibilities like recruitment, outreach, articulation, CTE support, matriculation and transfer center. The coordination responsibilities, the planning and reporting are assigned to the small number of full time counselors that we have. The result is that programs are in a reactive rather than proactive state. We are covering student needs but there is much more we could do to grow some of those programs. A full time counselor retired in 2006, that counselor had 1,169 contacts for that year; the Program Review reflected and justified the need for replacement. That full time position was never replaced. Since then additional unit-plans have reflected the need for additional full time counselors. Last year Counseling reassigned 1.5 Counseling load to instruction as a measure to balance requirements for 50% Law. (1 from Special Services, .5 from General) This year Counseling lost one more full time position, moved .5 back to Counseling but part of that load was reassigned to South Kern. Counseling is now down two counselors. Counseling is also seeing an increase in student access, in terms of increasing numbers of students and an increasing need for students to see a counselor due to changes in requirements both at the CC level and at the 4-year level.

Jan pointed out that the information in the proposal showed that if Counseling continued seeing students at the same rate as the first quarter, they would see 24,000+ students by the end of this year compared to 10,604 in the 04-05 school year. As student enrollment grows, the ability of the Counseling Department to provide adequate services diminishes. Jan indicated that most of the Counselors all ready felt they were rushing students and that it was difficult to provide students with all the information needed in the short time available. Additionally, online students constitute almost 50% of the student population and online counseling is much more time consuming.

Counseling must remain compliant with reporting and accreditation requirements and the increased need for data collection has resulted in an increase in the time counselors spend inputting data into SARS, Banner and other data management systems.

Local communities are growing; additional outreach is needed to keep them informed. We support new programs; we are building new programs through Basic Skills Initiative and K-16 Bridge.

Questions:

Christine Swiridoff: From your numbers, you have doubled your contact hours and you are down three and half counselors?

Jan: That is correct

Christine: You mentioned Heather, will you be getting a replacement position.

Jan: There is no automatic replacement anymore.

Jill: So what I am hearing is that you are asking for a new person and a replacement?

Jan: Right

Unknown: Your proposal indicates that 1.5 Counselors were lost to providing instruction in 09-10; does that include Special Services then?

Jill: Yes [1.0 was special services]

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Mary O'Neal: What is the ratio, now, of part-time to full time in Counseling?

Jan: I'll have to do the math real quick. I'll have to get back to you on that.

Jill: Let me just say that when that calculation is done, that the full-time counselors have a number of other assignments that reduce the number of contact hours.

- f) Anthropology—(Jon Heaton) Jon began his presentation by making it very clear that he found it very difficult to rank the positions for new hire. He pointed out that each presenter was having to justify the position, and why the position is necessary. However, they are all necessary. He indicated that we were then politely fighting with each other as to why ours is more important and he didn't like being in that position. Jon took the stand that it came down to Cerro Coso not having parity with Bakersfield and Porterville when it came to hiring new positions. Jon indicated we need to hammer on that importance with the Chancellor, the district and the other colleges. He pointed out that Porterville has made excuses as to why it needs more faculty than Cerro Coso; yet the result is a lack of parity in when it comes to full-time/adjunct divisions. He supports the 75/25, as a district since that is the way it is reported to the state; however, if we reported as a college we would be far, far below the others. Jon pointed out that we could hire all 6 of the new hires proposed at this meeting and still be below Porterville.

Jon stated he did not have pretty graphs like Dean; he was more of a text guy. He pointed out that Anthropology is an important discipline and no full time faculty instructor at all. Zero courses taught by full time faculty. Jon asked that we seriously consider our own disciplines and consider that if we had no full time faculty teaching in the discipline could it be taken seriously. He indicated that it had been twenty years since there had been a full time faculty in the area. (Mary O'Neal interjected that it had been longer than that)

Jon pointed out that while it might not seem difficult or that it wouldn't seem like it should be that difficult to find adjuncts to teach the Anthropology that had not been the case. He said they had full classes and full wait lists for those classes that were being taught. Also, that they had a very important Anthropology course that double counted [can be used in more than one requirement area for meeting GE requirements] and that students always clamored for that class. When CORs need to be developed, there are no full time faculty to guide that process. Lately that we have been losing adjunct faculty.

Jon joked that Cerro Coso had possibly made a mistake in hiring Julie Cornett has the new Librarian-because she is no longer an adjunct Anthropology instructor at Cerro Coso. Jon said there used to be an adjunct at South Kern teaching Anthropology that was also gone.

Jon pointed out that the Academic Senate had approved or ranked an Anthropology Instructor number 2 for new hires. However, when it went to the Chancellor it was denied because of the low enrollment numbers in Anthropology. He pointed out that you have to grow enrollment and that takes instructors to offer classes; particularly full time instructors to develop programs—that is the intent of the 75/25 requirement. Jon pointed out that without full time instructors it became a vicious cycle. You cannot build programs without the stability of full time instructors and you cannot fill classes if they are not offered.

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Questions:

Jill Board: I will be calling because I do have questions. Will you please send me the minutes along with the handout for your presentation?

Jon: Can we delete the part where I said I wanted to argue with the Chancellor.

Matt: Matt indicated that Jon might include teaching Anthropology in addition to another discipline in the discussion at faculty chair of the replacement positions.

- g) Child Development—(Mary O’Neal) Mary stated emphatically, that she agreed with Dean, Cheryl and Jon. She stated we need full time faculty in all the disciplines, in counseling and in the library. She echoed Jon’s contention that Porterville had more full time faculty, stating Porterville had less FTES and 13 more full time faculty. She reiterated that Porterville had 73 full time faculty and Cerro Coso only 60. She further stated that last year Bakersfield added 5 fulltime faculty, yet Cerro Coso, not Bakersfield increased their FTES in the Fall. She pointed out that was done on faculty overload and by working adjunct past any reasonable expectation. She made the point that adjunct should not be writing CORs and doing Program Reviews. She conceded that the Child Development Department was just as guilty as everyone else of expecting more of adjunct faculty than they should but that the last new hire in Child Development was 10 year ago.

Mary pointed out that in the 10 years since Lisa was hired the Child Development department had increased the number of course offerings by 650%. That the department had said they would increase the number of students served and they have. The department also offers all its classes online now as well as at the other sites. She explained that the department has done everything that has been asked of them, has asked repeatedly for additional full time faculty, and have been denied every time, which is discouraging.

Mary indicated that Child Development had more students on waitlists (382 for Fall 2010) than any other department. They had 8 sections with more than 22 students. She pointed out that those numbers paint an even clearer picture than that statistics in the proposal. She also indicated that she chose not to prognosticate regarding hiring, but used the EMSI data, flawed as it was, to show that Child Development was the CTE program area that showed the biggest job growth in the 2005 -2010 period.

Mary stated that Child Development needs a full time faculty member to grow and continue to grow the vibrant and growing program that is serving our Child Development professionals throughout our service area.

Questions: None.

- h) Program Reviews: Matt requested that the Senate read the two Program Reviews that had been distributed and that discussion and vote for approval be differed to the next Senate meeting. Karen concurred, stating she thought that was what we were doing so that everyone had a chance to review them thoroughly.
- i) Basic Skills Resolution: Matt announced that the Executive Council, which had been charged with reviewing the Academic Senate’s prior resolution regarding a Basic Skills

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Department, and the membership of the Basic Skills Committee and the Basic Skills Initiative Committee, had charged Matt with drafting a second resolution. Matt read the following resolution:

Be it Resolved That the Academic Senate of Cerro Coso College reaffirm its recommendation to establish a Basic Skills Department, and

Be it further resolved that The Academic Senate of Cerro Coso College re-activate the Basic Skill Committee as an Standing Senate committee including the faculty members of the Basic Skills Initiative Committee, and

Be it Finally Resolved that failing the establishment of a Basic Skill Department that The Academic Senate of Cerro Coso College urges the Administration of Cerro Coso College draft a comprehensive and institution-wide plan to address the needs of Basic Skills students

A lengthy discussion ensued regarding the need for a Basic Skills Department, and the extent to which Basic Skills Initiative funding motivated the desire for creating a new department. It was pointed out that Basic Skills is all ready prominent at the college, that the classes are huge. It was also pointed out that the reason funding was available was that the State had identified the coordination and administration as well as data collection in the service of Basic Skills students was need at the community college level. The discussion also centered on the third clause and why that clause was necessary. The point was made that two years ago the Academic Senate, based on the recommendations of the Basic Skills Committee, had voted to recommend a Department, which would be carved out of the faculty all ready teaching Basic Skills Classes (Math, Reading, ESL and English) and including the Basic Skills counselor. However, that was denied by the Administration at that time, nothing had been resolved or no alternate solution developed in the following year. The third clause is a statement that if the Administration again denies the recommendation of the Senate in the first clause, the Senate is asking that the Administration propose an alternate solution for providing leadership, which is rightfully compensated, in this important area.

Further discussion and vote on the Resolution was differed to the next meeting.

Information Issues

j) Veteran's Day Awareness—(Penny Talley)

There will be a Veteran's Awareness Day, November 10, 2010. Posters and announcements will be going out soon. There will be a video presentation, and other activities that are being organized by our students who are veterans. We want to help you as faculty understand what is going on with our veterans. We are seeing a huge increase in the number of veterans that we serve system wide. We want to give recognition to those students and increase awareness in our community.

Mary O'Neal commented that this was terrific to have this event before the holiday. She pointed out that the State Chancellor is clear regarding holidays. We are supposed to recognize Native American Day and Cesar Chavez's birthday as well. Native American Day is in October and Cesar Chavez's birthday in March. Mary said she hoped the

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Calendar Committee could bring us more in line with the State Chancellor's office than we are currently.

Discussion then focused on the confusion regarding Columbus Day. That the local school districts had the day off, NAWCWD had the day off and Cerro Coso did not created issues for our students. It was mentioned that the Calendar committee was working with local feeder schools to resolve these and other calendar issues.

Mary asked if there was information from the ad hoc committee on Waitlists.

President's Report: Matt postponed the President's Report but asked that someone volunteer to serve on the Accreditation Steering Committee, replacing Jon Tittle who is retiring. It was also asked that everyone review the recommendations from the Waitlist committee, which was passed out at the meeting. Discussion and vote on the Waitlist recommendations differed to the next meeting.

Mary asked the recommendations also be distributed electronically
Action Item: *Email Waitlist Recommendations to the faculty.*

Treasure's Report: The Party Committee asked that the Academic Senate donate \$250 to the Party Fund. Senate approved the donation (unanimously).

Academic Petitions Committee: The committee has recommended the name change from Petitions to Academic Petitions Committee and the recommendation was accepted by Executive Council. The report was differed to the next meeting.

Administrative Report: Jill Board reported that as Dr. Fay is leaving as of November 30, 2010, but will be gone extensively prior to that, there is a pressing need to form a committee to interview the candidates selected for Interim Vice President of Academic Affairs. Jill will select the applications from those sent by a couple of different search companies. The interim will serve through the end of the academic year and a selection committee will be formed to hire the next VP according to the standard hiring process. Those persons serving to interview the interim may or may not at their discretion serve on the hiring committee for the full time position. Jill indicated that forming a committee to interview the interim is different from the minimum required in Board Policy, but that she would prefer to have faculty input. However, the catch was that it had to be done very quickly. Jill asked that Matt send out an email and gather the names of the volunteers to give to her next Monday or Tuesday.

There was some discussion that going to "head hunters" for the interim position first might not be fair to applicants for the full time position later. Jill responded that the same could be said for accepting applicants from persons currently employed by the district could be viewed the same way. That the interim would have to apply for the full time position and interview again in the same way that all other applicants for the full time position would. It was agreed that an interim position was needed and that using the resources available expedited the process and did not give anyone any greater advantage than hiring from in-house which is all ready accepted practice.

Jill also announced that the Star Party was coming up that Friday, and she hoped to see everyone there to support the Science Department. Also, that the Star Party had once again been a truly collaborative effort.

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Jill announced that we would be doing a booth at the Fair again this year; signup sheets would be available at the switchboard. She emphasized that the Fair was an opportunity not only to recruit students but an opportunity to connect with the community. She reiterated that it is very important to the community to see the faculty there and asked that when we are in the booth, if we have our name tags to wear them.

Future Meeting Dates

- a) Next Meeting: Thursday, 10/28/2010
- b) Schedule:
 - 11/18
 - 12/2
 - 1/20
 - 2/3
 - 2/24
 - 3/17
 - 3/31
 - 4/7
 - 4/28
 - 5/5 If needed

Future Agenda Items and Review of Action Items of Current Meeting

Future Agenda Items:

Discussion and Vote on Faculty Hires

Discussion and Vote on Waitlist Committee recommendations

Discussion and Vote on Resolution regarding Basic Skills

Action Items:

Request Ballot for ranking New Hire list at Executive Council

Email Waitlist Recommendations to the faculty

Adjournment

The meeting adjourned at (1:56 p.m.).

Recorded by: Jan Moline

Meeting Minutes **Approved:**

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Academic Senate Meeting Minutes

Date 28 October 2010

Time: 12:30 p.m.

Location: LRC 604, MESCC 206, BESCC 122, KRV 2

Type of Meeting: Academic Senate Regular Meeting

Meeting Facilitator: Matt Crow, Academic Senate President

- I. **Call to Order** Matt called to order the regular meeting of the Academic Senate at 12:37 on Thursday October 28, 2010 in LRC 604.

II. Open Forum: None

III. Roll Call: Debbie Lesseny-Abdi, Dick Adams, Dick Bensen, Dean Bernsten, Shannon Bliss, Larry Board, Scott Cameron, Julie Cornett, Lisa Darty, Cliff Davis, Lisa Fuller, Cheryl Gates, Pam Godfrey, Missy Gross, Kari Hamilton, Jon Heaton, Annette Hodgins, Janis Jamison, Dennis Jensen, Kim Kelly Schwartz, Greg Kost, Debbi Kurti, Jan Moline, Jim Morford, James O'Connor, Karen O'Connor, Mary O'Neal, Mary Peoples, Bonita Robison, Claudia Sellers, Joe Slovecsek, Norm Stephens, Paula Suarez, Christine Swirdorff, Penny Talley, John Tittle, Laura Vasquez, Gayle Whitlock

IV. Adding Agenda Items: A moment of silence was offered in memory of Pam Coward

V. Approval of Minutes from last Meeting (7 Oct 2010)

The minutes from 10/7/2010 were presented and approved as written

VI. Closed Session: None

VII. Discussion Items:

- a. **Vote on faculty hiring proposals** Ballots were distributed to vote for the following position – votes tallied by Kim Kelley and Karen O'Connor – Numbers represent the priority that will be put forward to the President.

1. **Computer science 3**
2. **Math 4**
3. **Allied health careers 5**
4. **Counseling 1**
5. **Anthropology 6**
6. **Child development 2**

Program Review:

1. **Business Office technology (Karen O'Connor)**

Karen asked if there were any questions. She said the program review has already been through the CIC process. She reported that it's difficult to project openings because number of possible

positions is determined by the zip code where the paycheck comes from. Many of the positions in our area come from a Bakersfield zip code. Program review approved as presented.

2. Learning Assistance Center and Basic Skills program review (Bonita Robison)

The program review has already gone through CIC and been approved. Students made a comment that they would like to see more hours available for testing. CIC has approved program review – Matt asked that this be considered a consent item – approved.

Basic Skills program review – Basic Skills is being affected nationally and statewide. Chancellors have been asked that we look at workload differently based on Senate Bill 1143 which is looking at Basic Skills and a number of other things and is considering reverting back to student success rather than just retention. This will affect everyone here, not just basic skills courses. A State task force has been established and will report back in March 2012 with a recommendation. The bill asks the task force, in part, to determine where community colleges should be paid at the end of courses for successful completion rather than the current FTES determined at census. These things will affect the entire campus and funding. This is not just a basic skills issue.

Basic Skills Program review: Basic skills is defined as foundational skills for reading, English, math, ESL, and study skills. If the state comes back and says student success is how we will fund colleges, we'll need to revise how we look at basic skills.

There has not been a program review of Basic Skills in many years. We have 62% of students who place into classes below English 70; 80% place into basic skills reading courses. 63.4% place in basic skills math. And these are only the students who take the placement test. Even with these high numbers, only 23 out of 600 sections were basic skills courses in the Fall of 2009. In Spring 2010 there were 38 basic skills sections and 581 non basic skills sections. These numbers show us that students at the basic skills level are not only in basic skills courses. If there are not enough open sections, students enroll in other courses.

SLOs were reported with LRC results because we don't have a basic skills department – Basic Skills cannot report on English or Math or Counseling departments, so it wasn't done.

What was found with tutoring data is that students had differing levels of success based on instructor involvement. Eastern Sierra for example, is only open when they have faculty available. KRV had a 52% success rate, lower than IWV because they're open fewer hours.

Recommendations:

Need more staff members to help in LRC; need automated sign in system; Need an institutional researcher (which we now have).

BSI Committee has been charged with developing basic skills labs and providing instructional support. BSI is recommending that Math and English add a lab component to all their basic skills classes; Revise SLOs to include what is reflected in Smart Grade assessment; provide additional access in Open computer labs, and develop training courses for Basic Skills faculty, similar to what we have for online instructors.

Exec summary: consider developing things at a faster pace – what have we done to improve the Basic Skills success rate needs to be looked at thoroughly and there needs to be coordination across campuses and disciplines to move forward. We need greater input from faculty across departments.

Administration at our campus has been less engaged as compared with administration at other campuses.

The Chancellor's Office asked us to have students supervise tutoring, but we have peer tutors not classified tutors which makes this illegal according to the state.

Questions: none

Basic Skills Program Review was approved as submitted.

b. Vote on a resolution regarding Basic Skills

The resolution reads:

Be it Resolved that the Academic Senate of Cerro Coso College reaffirm its recommendation to establish a Basic Skills Department, and

Be it further resolved that The Academic Senate of Cerro Coso College re-activate the Basic Skills Committee as a Standing Senate Committee including the faculty members of the Basic Skills Initiative Committee, and

Be it Finally Resolved that failing the establishment of a Basic Skills Department that the Academic Senate of Cerro Coso College urges the Administration of Cerro Coso College draft a comprehensive and institution-wide plan to address the needs of Basic Skills students.

Mary O'Neal recommended that the last paragraph be changed to: Be it finally resolved that failing the establishment of a basic skills department that the Academic Senate of Cerro Coso College urges the Administration of Cerro Coso College to submit within 60 days, a comprehensive and institution wide plan to address the needs of Basic Skills students to the Academic Senate.

Discussion:

A Basic Skills department would make it possible to put course outlines together - At this time Basic Skills is being charged to do things that we cannot do as a BSI committee.

Matt: This would be a time for everyone to work together –

All in favor of amendment: approved 2/3 majority

The way the amendment now reads – moving the BS department is now congruent with the 60 days

Karen O'Connor asked that the first part of the resolution be removed before voting.

Jon Heaton stated that the first and third sections are tied and should be kept together and the second paragraph should stand alone on a vote.

A questions was raised about whether or not the resolution should be divided into two or three parts

Jan Moline moved to divide the resolution into three parts or paragraphs because the Senate needs to establish whether or not to develop a Basic Skills department.

Second – Claudia Sellers

Discussion:

Cliff Davis stated that while a Basic Skills department would create more advocacy and more prominence for basic skills, it would also create a degree of isolation and people who teach in that area would be less knowledgeable about transfer level courses. He would like to know whether or not the Basic Skills faculty is in favor of a department.

Suggestion: If we vote on part two today we can table parts one and three until we get a report from the Basic Skills committee.

Mary O'Neal stated she was not in favor of separating the motion into three parts and wanted to vote for part two and then parts one and three together.

Motion to divide into three parts: approved

Motion to defer first motion: approved

Jan Moline made a motion to reactivate the Basic Skills Committee as a standing committee of the Academic Senate. John Heaton seconded; the motion was approved.

Jan Moline motioned that we accepted the third paragraph of the resolution. Mary O'Neal seconded. Motion approved.

VIII. Information Issues

Penny Talley provided flyers and encouraged everyone to attend the Veteran's Awareness Day on Wednesday, November 10th – Community representatives, guest speakers, Student Veterans will all be speaking.

Recommendations from waitlist Committee:

Christine Swirdorff handed out a package which included the committee's recommendations. They requested that all items be considered together.

Recommendations:

1. All registration ends on first day of class

Have only one drop date whether the class is on site, long/short term, online – all classes would be the same – All instructors will drop students between 8:00 p.m. and 10:00 p.m. on the first day.

To facilitate for online students, the committee recommends enrollment key be provided directly to students.

Students should also be allowed access to the class to sign in on the Friday before (Faculty doesn't need to begin engaging) – Open class on Friday – have Syllabus available – / bypass first day log in with enrollment key.

Mary O'Neal stated that this was difficult for both part- and full-time faculty – recommendation needs to have Banner roll classes at 8:00 a.m. on Tuesday (the second day of class) rather than Monday night – the question is being asked, but not yet addressed.

Karen O'Connor stated that it is difficult for faculty teaching more than one class, especially if they are teaching a night class, to drop students by 10:00 p.m.

Shannon Bliss asked if there would be online support during weekend.

There is a district wide help desk that will be able to take care of 70% of problems right away. It will be open 24/7

Paula Suarez stated that we should vote for what is ideal for us and then get the district to comply rather than the other way around.

2. Some enrollment restrictions will be enforced when a student attempts waitlist registration, such as duplicate sections and time conflicts.
3. Multiple communication/notifications will be sent to students. At registration, the Friday before class begins, during the weekend before class begins.
4. Set waitlist limit at 25 - data was grossly inflated because students were on several waitlists for the same classes
5. If possible, one waitlist should be kept for multiple sections of the same online class with same start/end dates.
6. Decision to add new sections or new classes or cancel sections should be made at least two weeks before the semester begins. – Inform students to sign up early

Gayle Whitlock stated that at KRV the last week before school starts is massive enrollment –not adding a new class the last week will affect classes at the sites. She stated that while they have tried to change the culture, it doesn't change. Students still wait until the last minute to register.

Lisa Darty stated that in many departments we count on the last minute enrollment. However, it would be better to work on culture change since opening a section at the last minute is not meeting with success for students. Many students don't fully comprehend expectations, don't have books or software needed when they sign up at the last minute. We need to initiate a culture change.

Students can still add classes within two weeks – it will improve student success (counseling perspective)

Discussion: Students also need to be told if a full term course is going to be changed to an 8-week course with enough notice for students to enroll in other courses. (happened this semester)

Any modification should also be done two weeks before the change. This needs to be met with consistency from administration as well.

Recommendations: Students are still taking placement tests during the last two weeks before the semester. This means they will not be able to sign up for a class if they are already full.

The committee will take these suggestions from sites and consider changing the drop from 10 p.m. Monday night to 8 a.m. Tuesday morning.

IX. Reports

a. President's report

Participatory Governance Presentation: Friday, 11 Feb 2011 at District office – video conferencing has been requested. The presentation will examine how Participatory Governance works with the board – League of Community Colleges and Academic Senate will be present.

Negotiations issues from CCA: The Calendar is presented by Academic Senate, but it is negotiated by CCA. Once a calendar is approved by Senate it should be forwarded to CCA for final approval.

FSAs – concerns of currency / Matt will send out a survey because CCA wants to know where the Senate stands on the issue.

Suggestion: Matt suggested that we consider two hour meetings in the future.

Future Meeting Dates: Next Executive Council Meeting, Tues, 11 Nov 2010
Next Academic Senate meeting 18 November 2010

Adjourn: 2:02 pm

Academic Senate Regular Meeting

Thursday, December 02, 2010

12:30 PM – 1:30 PM

Location: IWV 604, MESCC 206, BESCC 122, KRV 2

Meeting Facilitator: Matt Crow

Agenda

- I. Call to Order 12:40 pm
- II. Open Forum (None)
- III. Roll Call (See sign-in sheet)
- IV. Adding Agenda Items (None)
- V. Approval of Minutes from 18 November 2010 (Pending) Minutes not complete defer to 20 January 2011
- VI. Closed Session None
- VII. Discussion Issues
 - i. Program Discontinuance
 1. See attached information
 2. Noted that this is for information and to seek feedback from faculty; it is not a part of 10+1.
 - ii. Changes to Board Policy
 1. See attached information
 2. Please provide feedback. The intent of the Board Changes regarding applications for Grant funding is to ensure that sufficient notification is given so that required signatures can be obtained. Additionally, that guidance is provided in routing material to those who need to sign (per grant requirements) so they receive the material in time to get signed copies back to the originator in a timely fashion. Changes were also made in the Award Notification Form to better expedite fund codes for expenditure.
 - iii. Proposed Reorganization Policy
 1. See attached information
 2. Mary O. indicated that Faculty Hiring needs to be explicitly included in the reorganization model/proposal.
 3. Lisa F asked for data supporting the positions requested similar to the data requested for the faculty hiring proposals
 4. Jon H asked how many of the positions were new positions, new hires, or title changes? Pointing out that the Academic Senate cannot comment on the plan without having explanations regarding shifts in positions/title changes & resultant salary changes, new hires, particularly in terms of net losses and gains affecting the 50% ratios.
 5. Why are we buying land in Cal City? (Discussion of the obligation a move like that would create)
 6. Dick A. Did the suggestions result from internal studies? How will classified staff be affected?
 7. Christine S. suggested the use of a flow chart
 8. Mary O. moved that the Academic Senate strategic plan for hiring faculty be included in any strategic plan put forward by administration for reorganization. Seconded by Jan M. Motion carried.
 9. Executive Council or Ad Hoc Committee will be charged with completing plan

10. Executive Council will look at hiring process (new hires and replacements) to report back to Academic Senate
11. After Christine had provided the information on the Honors Contract, discussion returned to budget and hiring issues. Jon H. moved to have Executive Council consider a resolution recommending or advising expenditure of reserves.
12. Discussion of the FON and the fact that currently the district is at 56.6% rather than 75% that while the FON is frozen currently the district is considering incremental hiring of up to 47 positions over the next 5 years to prevent the need of hiring that many faculty at one time if the FON freeze is lifted. Mary O. motioned to draft a resolution that we hire 9 new faculty at Cerro Coso for 2011-12, seconded Christine S. Resolution to be drafted by Executive Council. Motion Carried

VIII. Information Issues

- i. Honors Contract (Honors Committee) Christine S. reported that the Honors Program is now college wide. That Honors section courses will continue at the IWV campus; however, students at IWV may utilize honors contracts for courses not offering honors sections and that students attending through Online, or at ESCC, KRV or South Kern may now utilize the honors contract system to complete the honors program. The contract system honors work will not result in additional units (either for the student or faculty load) but faculty agreeing to work with student in completing an honors contract should use the 1 unit model as a gauge for the amount of student contact and additional work a student must complete. While students do not get the additional unit of credit they do receive the honors designation for the course and can complete the required number of honors courses by contract to complete the honors program and be designated as an honors program graduate.

IX. Reports

- a. President's Report -Matt recommends Seeing Like a State and The Death and Life of the Great American Education System as good reads over the Winter Break.
- b. Administrative Report-none
- c. Union Report-Paula S reported that the Union is distributing Portfolios to the membership. The negotiations team (send emails to Paula S.) is asking for feedback regarding the Faculty Evaluation Process. The evaluation process will be a part of negotiations and feedback is helpful for the team in ensuring that faculty are comfortable with the process. There are concerns about time constraints. The calendar clause may be removed, returning the calendar to CCA to negotiate. Additionally the procedures for Transfer are being negotiated that would streamline the process for faculty that are bumped to return to the campus where they were originally hired. It would allow for a transfer back as opposed to reapplying for a position. There is also discussion of FSA issues in the event of a RIF particularly using the FSA based on the original hire position as opposed to an equivalency area.
- d. Treasurer's Report-no changes
- e. Curriculum and Instruction Council
 1. Requested that Executive Council discuss reforming the process for Program Review particularly for Student Services so that non-academic areas are not required to submit their Program Review to CIC. Proposed reorganizing the Program Review Committee to be chaired by Tina Tuttle (Institutional Researcher)--Potential Coordinator for Program Review (suggestion).
- f. Program Review Committee-none

- g. Equivalency Committee-none
- h. Academic Petitions Committee-none
- i. Honors Committee-See Information Issues
- j. Strategic Plan Committee-none
- k. Calendar Committee: See Discussion Issues
- l. Pedagogy and Technology Committee
 - 1. Teaching & District requires training. How do we train? Areas for Online & Hybrid concepts of teaching & learning, teaching technical aspects of Moodle or other delivery systems. Can we get adequate training that covers the pedagogy and the technical aspects of distance education? "At One" training site is endorsed and has offered a lower rate for CC Faculty
- m. Ad Hoc Committees
 - 1. Waitlist Committee-see attached
- X. Future Meeting Dates
 - a. Next Executive Council Meeting 14 January 2011
 - b. Next Senate of the Whole 20 January 2011
- XI. Future Agenda Items
- XII. Announcements
- XIII. Adjournment

Attendees

- See sign-in sheet

Action Items

Draft resolution that the Academic Senate strategic plan for hiring faculty be included in any strategic plan put forward by administration for reorganization
Draft resolution recommending we hire 9 new faculty at Cerro Coso for 2011-12

Academic Senate Meeting Minutes

Date 20 January 2011

Time: 12:30 p.m.

Location: LRC 604, MESCC 206, BESCC 122, KRV 2

Type of Meeting: Academic Senate Regular Meeting

Meeting Facilitator: Matt Crow, Academic Senate President

I. Call to Order Matt called to order the regular meeting of the Academic Senate at 12:37 on Thursday 20 January 2011 in LRC 604.

II. Open Forum: None

Roll Call: Christine Abbott, Dick Benson, Shannon Bliss, Scott Cameron, Deanna Campbell, Yihfen Chen, Julie Cornett, Lisa Darty, Lisa Fuller, Cheryl Gates, Pam Godfrey, Karee Hamilton, Jon Heaton, Kim Kelly, Greg Kost, Corey Marvin, Karen O'Connor, Debbie Rendell, Bonita Robison, Joe Slovick, Paula Suarez, Laura Vasquez

IV. Adding Agenda Items: none

V. Approval of Minutes from last Meeting (18 November 2010 and 2 December 2010)

Dec 2 minutes – correction to minutes: The following people were appointed to vice presidential hiring committee should be added – Jon Heaton, Kim Kelly. Karen O'Connor
Motion made and second to approve above. – Minutes approved with correction.

Nov 18 minutes pending

VI. Closed Session: None

VII. Discussion Items:

1. Proposed changes to By-Laws and Standing Rules

Proposed changes to By-laws and Standing Rules – shaded area (blue) on moodle – additions / lined is a strike – normal type means no changes occurred
Changes can still be made in Senate. Changes are open for discussion.

Changes are as follows:

Article II section 2 – the word “shared” has been changed to “participatory” governance.
Article IV Section 3 – the following statement has been deleted: ~~but may not serve more than two (2) consecutive terms.~~ “second” term was changed to “another” term.

Mary O'Neal suggested changing President Elect to Vice President –

Discussion: The reason for President Elect was so the President Elect would be trained to step into President position. There is a provision in bylaws that states candidates must serve on the executive before they can be President/President-Elect.

Paula proposed we change President Elect to vice pres. Second Bonita – motion carried.

“President-Elect” will be changed to “Vice-President” through By-laws and standing rules.

Article V Meetings: Remove “November” from the list of months in which Academic Senate shall meet twice monthly. Matt stated that scheduling two meetings in Nov. is difficult with Thanksgiving, State Plenary Sessions and other meetings. Mary O’Neal suggested changing the language to read “at least one meeting in August and November – body agrees

Article VI Section 4: adds “or Senate” to read: The Executive Council or Senate shall review and confirm . . .

Article VII Committees:

Section 3: “Appropriate departments” is added to the following statement: An Equivalency Committee shall work in cooperation with the **appropriate departments** to ensure equitable treatment

Section 8: The words “or Senate” are added to the following statement: The President shall appoint, with the approval of the Executive Council **or Senate**, faculty to Academic Senate. . .

Changes to Standing Rules (deletions – crossed out / changes and additions in blue)

All references to President-Elect will be changed to Vice-President

3.1.3.1. The President of the Academic Senate shall serve for a ~~two-year~~ **one-year** term.

3.1.3.2. The President of the Academic Senate shall be eligible for election to a ~~second~~ **consecutive** terms in accordance with Academic Senate Bylaws, Article IV, Section 3.

3.1.4.1. In the absence of the President at any meeting, these duties shall rest upon the other officers and upon members of the Executive Council in the following order: ~~Vice-President~~ **President-Elect**, Past President, **Treasurer, Member-at-large, or Secretary.** ~~senior elected member of the Executive Council, based on actual hiring date.~~

The following Secretary position was added:

3.3. Secretary

3.3.1. Qualifications

3.3.1.1. **Any member of the Academic Senate may serve as Secretary of the Academic Senate.**

3.3.2. Duties

3.3.2.1. **Ensure that minutes of all Academic Senate meetings are recorded and distributed to the membership.**

3.3. 2.2. Establish and maintain a repository of records in the Academic Senate archive, including minutes of the Academic Senate meetings, reports of committees, and other appropriate documents.

3.3.2.2. The President of the Academic Senate may assign other duties not specifically reserved in the Bylaws of the Academic Senate.

3.3.3. Term

3.3.3.1. The Secretary of the Academic Senate shall serve for a one-year term.

3.3.3.2. The Secretary of the Academic Senate shall be eligible for election to consecutive terms in accordance with Academic Senate Bylaws, Article IV, Section 3.

The following are all numbering changes/corrections:

~~3.3.~~ **3.4 Treasurer**

~~3.3.1.~~ 3.4.1 Qualifications

~~3.3.1.1.~~ 3.4.1.1. Any member of the Academic Senate may serve as Treasurer of the Academic Senate.

~~3.3.2.~~ 3.4.2 Duties

~~3.3.2.1.~~ 3.4.2.1 The Treasurer shall be responsible for the record keeping and detailed accounting of all financial matters, as well as the dispensing of funds and collecting of dues.

~~3.3.2.2.~~ 3.4.2.2. The President of the Academic Senate may assign other duties not specifically reserved in the Bylaws of the Academic Senate.

~~3.3.3.~~ 3.3.3. Term

~~3.3.3.1.~~ 3.4.3.1. The Treasurer of the Academic Senate shall serve for a one-year term.

~~3.3.3.2.~~ 3.4.3.2. The Treasure of the Academic Senate shall be eligible for election to consecutive terms in accordance with Academic Senate Bylaws, Article IV, Section 3.

Numbering and Substantive changes to Members-at-Large position as follows:

~~3.4.~~ **3.5 Members-at-Large**

3.4.1. 3.5.1. Qualifications:

~~3.4.1.1.~~ Any member of the Academic Senate may serve as a Member-at-Large of the Academic Senate.

~~3.4.2.~~ 3.5.2. Duties

~~3.4.2.1.~~ 3.5.2.1. The following duties shall be shared by the two (2) Members at-Large:

~~3.4.2.1.1. Ensure that minutes of all Academic Senate meetings are recorded and distributed to the membership.~~

~~3.4.2.1.2. Establish and maintain a repository of records in the Academic Senate archive, including minutes of the Academic Senate meetings, reports of committees, and other appropriate documents.~~

~~3.4.2.1.3. Write, distribute, and collect ballots.~~

~~3.4.2.2.~~ 3.5.2.2. The President of the Academic Senate may assign any duties not specifically reserved in the Academic Senate Bylaws and Standing Rules.

~~3.4.3.~~ 3.5.3. Term:

~~3.4.3.1.~~ Members-at-Large of the Academic Senate shall serve for a one-year term

Numbering and additions/changes as follows:

3.5. 3.6. Past President

~~3.5.1.~~ 3.6.1. Qualifications

~~3.5.1.1.~~ 3.6.1.1. **If possible**, the Past President shall be the immediate Past-President currently in a faculty position. **If the immediate Past-President is unable to serve, the President may appoint another Past-President with approval of the Senate.**

~~3.5.2.~~ 3.6.2. Duties

~~3.5.2.1.~~ 3.6.2.1. The President of the Academic Senate may assign any duties not specifically reserved in the Academic Senate Bylaws and Standing Rules.

~~3.5.2.2.~~ 3.6.2.2. The President of the Academic Senate will automatically serve as Past President.

~~3.5.3.~~ 3.6.3. Term

~~3.5.3.1.~~ 3.5.3.1. The Past President of the Academic Senate shall automatically serve as an ex-officio member of the Executive Council for one ~~semester~~ **year**.

3.6. 3.7. CIC Curriculum and Instruction Council Chair

~~3.6.1.~~ 3.7.1. Qualifications

~~3.6.1.1.~~ 3.7.1.1. The CIC Chair, as elected by the CIC committee, shall automatically serve on the Executive Council of the Academic Senate.

~~3.6.2.~~ 3.7.2. Duties

~~3.6.2.1.~~ 3.7.2.1. The President of the Academic Senate may assign any duties not specifically reserved in the Academic Senate Bylaws and Standing Rules.

~~3.6.3.~~ 3.7.3. Term

~~3.6.3.1.~~ 3.7.3.1. The CIC Chair is a permanent member of the Executive Council of the Academic Senate.

Corrections to Voting Section as follows:

4. Voting

4.1. Methods of Voting

4.1.1. Any member of the Academic Senate (with or without a second) has the right to request a voice vote, show of hands, **or** roll call vote, ~~or e-mail ballot~~.

~~4.1.2. E-mail voting~~ 4.1.2. **Members must be in attendance at a meeting in person or through electronic conference in order to vote.**

~~4.1.2.1. E-mail ballots shall be sent out within three (3) working days of the call for an e-mail ballot.~~

~~4.1.2.2. E-mail voting period shall be three (3) working days.~~

~~4.1.2.3. E-mail ballot instructions shall include the date and time by which the ballot is to be returned.~~

4.2. Tallying e-mail ballots

4.2.1. Two (2) members of the Executive Council assigned by the President shall be responsible for tallying and reporting voting results to the President of the Academic Senate. **Results from the attending sites or electronic conference participants shall be forwarded to these members.**

4.2.2. Storage and Archiving of Ballots

- 4.2.2.1. The President of the Academic Senate and the Executive Council shall be responsible for establishing and maintaining an archive for written ~~and e-mail~~ ballots for a period of one year.
- 4.2.2.2. Requests for access to archived written ~~and e-mail~~ ballots by members of the

Corrections to CIC:

- 5.1.1.3. Non-voting members of the CIC shall include the Vice-President of ~~Student Learning~~ **Academic Affairs** or designee and the Curriculum Assistant for Instruction or equivalent.

Correction to Program Review Committee 5.2.1.1. changes wording from “Student Learning” to “Academic Affairs.”

Number changes to Petitions Committee

~~5.3.~~ **5.4. Petitions Committee**

~~5.3.1.~~ **5.4.1. Membership**

~~5.3.1.1.~~ **5.4.1.1.** Members of the Petitions Committee shall include a representative

~~5.3.1.2.~~ **5.4.1.2.** At the

Number changes to Honors Committee

~~5.4.~~ **5.5. Honors Committee**

~~5.4.1.~~ **5.5.1. Membership**

~~5.4.1.1.~~ **5.5.1.1.** Members of the Honors Committee

~~5.4.1.2.~~ **5.5.1.2.**

Committee Name change:

~~5.5.~~ **5.6. Educational Master Plan Strategic Plan Committee**

Under 5.6.1 “Student Learning” is changed to “Academic Affairs”

Changes to Equivalency:

~~5.6.~~ **5.3. Equivalency Committee**

~~5.6.1.~~ **5.3.1. Membership**

~~5.6.1.1.~~ **5.3.1.1.** Members of the Equivalency Committee shall be four (4) full-time faculty members, no two (2) from the same discipline, shall serve with the Vice President of ~~Student Learning~~ **Academic Affairs** or designee.

~~5.6.1.2.~~ **5.3.1.2.** The Chair of the Equivalency Committee shall be appointed by the Academic Senate President with the approval of the Executive Council.

5.3.1.3. Decisions of the committee regarding equivalency committee must be reached by a majority.

Discussion: Is it necessary to have a VP on equivalency? Matt stated this was to keep it equal with Curriculum committee. The VP sits in on CIC as a non-voting member to be sure board policy, Title V, and other pertinent laws are not violated. Equivalency has fewer issues to deal with making the VP/administrator unnecessary.

Matt stated he would like the vote for equivalency be unanimous. Mary O’Neal agreed.
Discussion: 4 people on the committee requires 75% majority. The problem with unanimous is that one person can possibly derail the process. Discussion followed on possibility of having five people on the committee with a 4/5 majority needed.
Motion made (Jon Heaton), second (Mary O’Neal) to have 5 people on the equivalency committee, require a 4/5 majority, and eliminate the VP. Motion approved.

The following addition of Calendar committee:

5.7. Calendar Committee

5.7.1. Membership

5.7.1.1. Members of the Calendar Committee shall be four (4) full-time faculty members, no two (2) from the same discipline, one of whom shall be the Cerro Coso CCA College Chair.

5.7.1.2. The CCA College Chair shall serve as Chair of the Calendar Committee.

Number change:

5.7. 5.8 Removal of Committee Members

This is the first reading –it will come back for a vote at next meeting

Any additional changes – get them to Exec by the next executive board meeting 27 Jan 2011

2. Faculty Hiring resolution

The following resolution was presented to Senate:

An Academic Senate Resolution Regarding Hiring:

Whereas, during the last five years Cerro Coso College has experienced a decline in the number of full-time faculty, and

Whereas, current hiring plans will still result in no net gain in full-time faculty numbers or appreciable progress towards the state mandated 75/25 goal, a goal that Cerro Coso College as a college lags seriously behind the other two colleges in the Kern Community College District, and
Whereas, the Kern Community College District as a whole faces a serious shortage in number of faculty should the Faculty Obligation Number be unfrozen by the Board of Governors,

Therefore Be It Resolved that the Academic Senate recommends the hiring of nine new faculty for 2011-12.

Discussion:

This is the first reading. Questions asked, why 9? 9 was a number Mary came up with because it would get us to a reasonable FON equity in the future and it would dovetail with Jill’s rehire plan

This would still not make up equivalent with Porterville, but it would move us closer.

The following question was raised: Why a specific number? Why not just say “seek greater consistency in our 5 year plan” and leave the specific number open. The problem – without a specific number, it is open to interpretation – specific numbers more are concrete. As of now, we do not gain faculty – we continue to lose faculty – this would return us to gaining faculty. Mary

also stated that a specific number does not tie our destiny to that of BC and PC and would hold more weight.

Shannon suggested adding a graph to add weight to resolution

Lisa Darty asked if we could combine this resolution with a specific number with Corey's explanation of the principle behind it. Corey agreed to reword the resolution.

Second reading next meeting

VIII. Reports

a. President's report

Corey stepped down on Budget development committee. Mary O'Neal accepted. Matt is standing in on safety committee – volunteer? See Matt

b. Administrative Report – none

- c. **Union Report** – Paula: portfolios have been distributed as a thank-you to members. Additional portfolios are being used for promotion of CCA. Paula thanked those who participated in flex day activities and attended her and Mary's presentations.

Reminder: new website – kccdcca.org This is a different link from district website. It is more comprehensive – has contract available for download – all info you need is there.

Mary stated that CCA petitioned PERB to form new union for classified employees who have teaching assignments. They have been contacted by an attorney and will be meeting the week of Feb 22.

- d. **Treasurer's Report** - \$1,054.54 / If you haven't paid your dues, you do not get to vote. Cheryl will be sending out reminders to those who still owe dues.
- e. **Curriculum and Instruction Council**: statewide development – prereq out of discipline has gone through first reading. It will go through a second reading at BOG next month – no barrier to putting pre-req for a class out of your discipline / now at local level – no justification though you still have to present content review.

Curricunet – 97% complete – inputting data this morning – banner data was input – within next 4 CIC meetings outdated courses will be inactivated (mainly old and obsolete)

- f. **Equivalency Committee** The equivalency committee received several applications the last week of fall semester. The following action was taken: Full-time faculty – Wind technology, approved. Adjunct faculty: Counseling and Administrative Justice – approve, one administrative Justice – not approved.

Future Meeting Dates

- a) Next Executive Council Meeting 27 January 2011
- b) Next Senate of the Whole 3 February 2011

IX. Future Agenda Items – basic skills is meeting on Monday and will have a report at the next meeting

X. Announcements: none

XI. Adjournment 1:42

Academic Senate Meeting Minutes

Date 24 February 2011

Time: 12:30 p.m.

Location: LRC 604, MESCC 206, BESCC 122, KRV 2

Type of Meeting: Academic Senate Regular Meeting

Meeting Facilitator: Matt Crow, Academic Senate President

- I. **Call to Order** Matt called to order the regular meeting of the Academic Senate at 12:37 on Thursday 24 February 2011 in LRC 604.

I. Open Forum: Karee Hamilton reported Counseling and ASCC is offering college trips

The first trip will be to the Getty on March 11, and the second a Cal State Bakersfield campus visit – April 1 – flyers in back. She encouraged instructors to inform students

CSU Long Beach is coming to Antelope Valley (2nd half of 4 year engineering program) – April 1-June 1- an information meeting is pending

Denim and Diamonds will be April 8th at Kerr Magee. Tickets are \$25. Per person and provide scholarships for students. There will be dinner, and dancing – departments have been asked to donate baskets – everyone encouraged to come and participate

Roll Call: Dick Adams, Dick Benson, Shannon Bliss, Steve Busby, Scott Cameron, Deanna Campbell, Julie Cornett, Matt Crow, Lisa Darty, Lisa Fuller, Cheryl Gates, Karee Hamilton, Annette Hodgins, Dennis Jensen, Jon Heaton, Tom Heck, Jan Moline, Mary O’Neal, Abigail Richer, Bonita Robison, Claudia Sellers, Joe Slovick, John Stenger-Smith, Paula Suarez, Penny Talley, John Tittle, Laura Vasquez
Administrators: Valerie Karns

IV. Adding Agenda Items: Valerie would like to add a report to the administrative report

V. Approval of Minutes from 3 February 2011 Minutes were approved with the following corrections: Spelling corrections in the following names: Paula Suarez, Dick Benson. Also a correction to Mary O’Neal’s report: Rather than reading that KCCD is moving money to hide it in a new way rather than use it. It should be stated that the money is being moved into a new account. These are COPs to insure unfunded liabilities

VI. Closed Session: None

VII. Discussion Items:

Faculty hiring resolution: An Academic Senate Resolution Regarding Hiring reads as follows:

Whereas, during the last five years Cerro Coso College has experienced a decline in the number of full-time faculty, and

Whereas, current hiring plans will still result in no net gain in full-time faculty numbers or appreciable progress towards the state mandated 75/25 goal, a goal that Cerro Coso College as a college lags seriously behind the other two colleges in the Kern Community College District, and

Whereas, the Kern Community College District as a whole faces a serious shortage in number of faculty should the Faculty Obligation Number be unfrozen by the Board of Governors,

Therefore Be It Resolved that the Academic Senate recommends the hiring of nine new faculty for 2011-12.

This is the same resolution that was presented at last meeting is now ready for a vote. Matt read the resolution.

Discussion: None

Mary moved acceptance of resolution as presented. Second Claudia Sellers. Resolution Approved

Pedagogy and Technology Committee recommendation – This resolution should have been voted on at the last meeting and still requires a vote of acceptance. The resolution is as follows:

The Pedagogy and Technology Standing Committee of the Academic Senate recognizes that teaching in a distance education environment requires additional training specific to the environment used. To this end the committee recommends that the College requires all instructors to successfully complete training prior to assignment in a distance education environment.

For online and hybrid courses, the committee recommends that potential instructors complete training courses in online teaching and learning and teaching within the Moodle course management system. This requirement can be met by successfully completing the courses at Cerro Coso, @One, or an equivalent institution and should be verified by the appropriate Department Chair prior to course assignment.

Due to recent changes that have affected offering the required courses at Cerro Coso and to meet the immediate needs of previously identified potential Cerro Coso instructors caught in the changes, the committee recommends that the College arranges to pay for those instructor's enrollment and completion of @One's Introduction to Online Teaching and Learning and Introduction to Teaching with Moodle courses for possible teaching assignments in the Summer and Fall of 2011.

The committee also recommends that the College devote additional time, energy, and resources to provide ongoing support and training for faculty teaching in distance education environments.

Matt read above resolution.

Discussion: Mary O'Neal asked why changes were made to pay only for those already in the program – why not pay for all faculty who will teach online in the summer or fall.

Jan Moline asked if this would include an ongoing expense.

Shannon Bliss stated the committee wanted the process to be done as quickly as possible to get people through the program and teaching. It was intended as a band-aid that the committee would revisit again in the future.

Jon Heaton suggested we should pass the resolution as it is now and deal with people who want to teach online and whether or not we want to pay for online classes at another time.

Shannon restated that the committee affirms the need to take these two classes before they can teach online and/or hybrid.

Resolution Approved

Nominations for Executive Council:

Pres. – Matt Crow

Vice Pres – Kim Kelley

Treasurer – Cheryl Gates

Secretary – Laura Vasquez

Member-at-Large – Jan Moline

Anyone interested in running for an executive council position should contact Matt Crow.

Graduation committee requests nominations for the following:

2 IWV student speakers;

1 South Kern student speaker;

1 Faculty Marshall;

2 faculty readers; Lisa Fuller, Tom Heck

4 ushers (2 faculty ushers; 2 student ushers);

John Tittle was nominated as Faculty Marshall. Lisa Fuller and Tom Heck volunteered to be the faculty readers.

Abby Richer volunteered to be an usher.

Matt is requesting nomination by email. Paula asked that Penny get list of graduate students from G drive and send those out

Return of the medallion question: Cheryl will check with Dawn to see how many medallions we have left and how many we need and then report back.

Mary O'Neal asked why we don't have a valedictorian and salutatorian. John Tittle said it was tradition that dates back to substituting several outside speakers by using several of our own students as speakers

A suggestion was made that the committee consider selecting a graduate online speaker.

VIII. Reports

1. President's Report

Appointments: Karen O'Connor was appointed to equivalency committee.

Jon Heaton appointed to accreditation

Faculty Reorganization – The executive committee with Jill Board and agreed to work jointly with her on her Reorganization project

Matt stated that Jill has an open door policy and is willing to listen – didn't come in with set proposal – The meeting discussion focused on the possibility of being able to reduce reassigned time for some department chairs. Also discussed was reorganizing departments, including combining some departments and creating new departments. The next step: Louise is going to condense the information from the meeting and send it out

Exec also started a discussion of faculty teaching 100% online – This issue has resurfaced / Matt stated that it is a non-resolved issue – There was a previous recommendation from DE committee that it was the purview of the department – Academic Senate did not accept the recommendation and sent the committee back to draft a new proposal. The new proposal never surfaced.

Right of assignment does lie with administration. There is a need to define 100% online – faculty chair with reassign time – still considered 100% online. What about hybrid classes? These are only some of the 100% online language issue that needs to be resolved. The 100% online language is coming from the chancellor who says everyone has to teach on ground.

Paula requested this be discussed in a special meeting rather than assigned to a committee

Lisa stated that since it has to be given to a committee, it could be assigned to executive council.

Shannon stated that it would be helpful to talk to the board so they understand our position. Our college is different from BC

Lisa stated that our administration is open to 100% online load by department and program, but they need it needs to be justified

Executive committee will discuss the issue and report back to Senate.

Accreditation – needs a faculty from student services and a faculty member on resources committee

Jan Moline volunteered for faculty of student services

An administrator stated that faculty don't care about accreditation – Matt reminded faculty that it is a very important commitment and it's important that we need people to serve on the committee and get through the process as quickly as possible. Of course, it's better to only have to go through this once, rather than to repeat the process because we are lacking in certain areas.

Lisa Fuller reported that there are two areas where we are very much in trouble: SLO assessment and Program Reviews

Student evaluations – Andrea Garrison wanted to know if we have problem with union seeking student input on online eval process

2. **Administrative Report:** Valerie Karns reported that CTE was a sub awardee on national science foundation grant. As part of that grant 3 people attended a Teaching Skills Workshop in Montecito. Originally, eight people were schedule to attend, but due to illness only three attended. Cerro Coso has been offered an opportunity to host a teaching skills workshop here at Cerro Coso in July (or at a time of our choosing). This is open to full- and part-time faculty.

CTE needs a commitment from 16 people for the Teaching Skills committee to come to Cerro Coso. Participating faculty will be paid a \$300 stipend for attending the 3 day workshop.

Someone asked if transportation will be provided for adjunct faculty. Valerie said she would check into it. There is also an online/Moodle post-training session that pays an additional stipend.

3. **Union Report** – Paula reported on Negotiations highlighting some of the wording changes being proposed for the new contract. She will send the wording to Matt and he will send the changes out to the body.

Jon Heaton asked about evaluating part time faculty who teach in different departments/disciplines and whether the faculty member should be evaluated by each discipline. Paula said the committee has discussed that and that faculty evaluations are college specific not discipline specific. More on that will follow.

Additionally, faculty chairs will have the option of adding a tenured faculty member to the committee – this would be an additional person

The negotiating committee is also addressing the online evaluation process by inserting a more proactive approach. The committee wants to talk to the students and IRs to see if this is a viable way to increase student support.

Matt asked if the union was planning to urge people to contact their legislatures regarding the upcoming tax vote. Mary stated that the issue on the next Union exec agenda.

4. **Treasurer's Report** – Cheryl reported there are still 9 people who have not paid dues
5. **Academic Petitions Committee:** the committee met yesterday – student petitions were reviewed - they will forward possible changes
6. **Basic Skills Committee** – The 20 computers Basic Skills purchased are up and running. These computers will be part of a basic skills lab that will open in the fall. Basic skills is also beginning a Supplemental Instruction (SI) program. Letters will be going out to instructors and students about the program early next week. We're continue to work together to find ways to improve students retention and success, especially with those students who enter college academically underprepared.

IX. **Future Agenda Items** – none

X. **Future Meeting Dates**

- a. Next Executive Council Meeting 3 March 2011
- b. Next Senate of the Whole 17 March 2011

XI. **Announcements:** none

XII. **Adjournment:** 1:55



**Academic Senate
Meeting Minutes**

Date: 03/17/11

Time: 12:30

Location: IWV 604. MESCC 206, BESCC 122, KRV 2

Type of Meeting: Academic Senate Regular Meeting

Meeting Facilitator: Mathew Crow

Call to Order

Matt Crow called to order the regular meeting of the Petitions Committee at **12:39pm** on **03/17/11** in **604**.

Roll Call

The following persons were present: See sign in sheet. Dennis ???, Joe Slovacek, Deanna Campbell--iTV from ESCC. Suzie Ama--CCC Confer.

Guests: None

Reading of Mission Statement

Added Action Items: Motion to elect Department Chairs. Union Contract requires two names be forwarded for Chair, if there are not two names it can be grieved.

Approval of Minutes from Last Meeting – 02/03/11

The 02/03/11 minutes, were presented reviewed and feedback collected via electronic and hard copy at the meeting. The senate accepted the 02/03/11 meeting minutes as presented.

Closed Session None

Discussion Issues

- a) Topic—Executive Council, Christine Swiridoff approved as President-elect by acclimation. Next year's Academic Senate President—Current Elect, Kim Kelly-Schwartz, Past-President, Matt Crow. Secretary, Laura Vasquez; Treasurer, Cheryl Gates and At-Large, Jan Moline remain the same.

Action Item: None

- b) Topic—Mary O'Neal moved, Janis Jamison second that we have three student speakers this year instead of two. Mary moved, Lisa Fuller second, that they be Daryl Moline, Pedro Santiago and Rebekah Cash. Mary moved, Jan Moline second, the Academic Senate approved the student speakers and forwards the recommendation to the Graduation Committee. Jon Tittle was suggested as this year's Faculty Marshal. The Senate agreed by acclimation.

Action Item: Matt will notify the Graduation Committee of the Senate's recommendations.

- c) Topic—Senate agreed to Postpone Priority Registration Unit Limit Discussion until Matt returns from (Academic Senate General Assembly?) with more information regarding intent and implications in implementation if its approved.

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Information Issues

- a) Topic—Honors (Christine Swiridoff) went Campus Wide. Eight applications were submitted. Five contracts were approved. The contracts are very important to non-IWV students or IWV students who need Honors classes in areas that don't currently offer an Honors section of the course. Please, be available to work with students on these contracts.
- b) Topic—Basic Skills (Bonita Robison) Lab will be available in the Fall 2011. Currently looking at Faculty Training options.
- c) Topic—District Budget Committee. Current President (Jill Board) is working with the committee to develop budget contingencies. The District shifted 12 million from reserves to cover COPs in reaction to the rumor that the state might fund low reserve colleges fully but prorate funding to college with high reserves. Current Cerro Coso reserves @ 5 million. Budget Committee discussions include funding next year's budget at current levels leaving 2.5 million in reserve.

Standing Committees Reports

- a) President's Report –Matt will bring forward the College Council report from the last meeting which was information from Tom Burke regarding the Budget.
- b) Administrative Report-none
- c) Union Report-Mary O'Neal for Paula Suarez reported that the Union is seeking "Declarations for Office." CCA letter has been sent encouraging folks to seek office.
- d) Treasurer's Report-75 have paid dues (you know who are if you haven't! Buck up!) Current Balance \$999.05. From that we will need to purchase 18 medallions.
- e) Curriculum and Instruction Council-Heads Up! If your course is coming up for its first cyclical update through Curricunet—Select Revision NOT update as there are many courses with missing info and update will not allow adding in most of the fields other than Texts.
- f) Academic Senate approved Lisa Fuller as Program Review Coordinator. Matt asked that people consider stepping forward as SLO coordinator.
- g) Equivalency Committee-Mary discussed the need for the Equivalency Committee to be informed or to meet with Hiring Committees to ensure all applicants under consideration requiring equivalency be approved by the committee before selection is made.
- h) Academic Petitions Committee-none
- i) Honors Committee-See Information Issues
- j) Strategic Plan Committee-none
- k) Calendar Committee-none
- l) Pedagogy and Technology Committee-none

Announcements: Denim and Diamonds. Buy your tickets at the Switchboard. Buy Raffle tickets from committee members. Cheryl Gates

Week of April 16th is the week of the Young Child. CDC will hold a reception on Thursday, April 14th. Lisa Fuller

Health Fair at Cerro Coso, March 26th. Cheryl Gates

Future Meeting Dates

- a) Next Meeting: 03/31/11

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b) Schedule: 04/07/11, 04/28/11 and 05/05/11 (if needed)

Future Agenda Items and Review of Action Items of Current Meeting

Adjournment

The meeting adjourned at 1:40pm.

Recorded by: Jan Moline

Meeting Minutes Approved:

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Academic Senate CORRECTED Meeting Minutes

Date 31 March 2011

Time: 12:30 p.m.

Location: LRC 604, MESCC 206, BESCC 122, KRV 2

Type of Meeting: Academic Senate Regular Meeting

Meeting Facilitator: Matt Crow, Academic Senate President

I. Call to Order Matt called to order the regular meeting of the Academic Senate at 12:37 on Thursday 31 March 2011 in LRC 604.

II. Open Forum: None

III. Roll Call: Shannon Bliss, Dean Bernsten, Steve Busby, Scott Cameron, Yifen Chen, Matt Crow, Lisa Fuller, Cheryl Gates, Pam Godfrey, Karee Hamilton, Annette Hodgins, Dennis Jenkins, Corey Marvin, Karen O'Connor, Mary O'Neal, Bonita Robison, Joe Slovicek, Paula Suarez, John Tittle, Laura Vasquez
Administrators Present: Jill Board

IV. Adding Agenda Items: Discuss possibility of developing district equivalency committee with representative from each college

V. Approval of Minutes from last Meeting 17 March: approved

VI. Closed Session: none

VII. Discussion Items: Consideration of Bakersfield College Proposed unit limit on priority registration which reads as follows:

**Proposal for Change – BC Academic Senate
Joe Saldivar Ph.D. – Faculty Chair, Biology Department
(Revised 2-16-11)**

Issue and Rational for Addressing the Issue – “Shopping for Classes”

California Community Colleges are currently experiencing a tidal wave of students willing to enroll in courses. The current budgetary constraints have initiated a mandate of “workload reduction.” CCCs can either ‘do more with less’ or serve fewer students.

Bakersfield College is not immune to this problem. Current Spring 2011 student headcount is 18,209. Even more astonishing...there are 6,509 students on a waitlist (unduplicated) and 2,170 of these students are not even enrolled in any other course. Having a seat in any course is extremely coveted.

Anecdotally, I have spoken with students about a strategy they all “shopping.” For example, a student will register for 5 courses but only plan on completing 3-4 courses. Thousands of BC students on waitlists have been disenfranchised. Most recent IRP data (2008-2009) has BC’s retention rate as 89.5%. This would equate to 1,912 seats that could have been taken by students on the waitlist. IRP conservatively estimated that 900 seats would have been deferred to students without priority registration if the proposal would have been in place Spring 2011.

President Greg Chamberlain has placed the onus on administration, faculty and staff to focus on “getting students out of BC” by increasing access, retention and success. How can they get “out of BC” if they can’t get in?

Proposed Solution – Unit Restrictions During Early Registration

Students eligible for Fall/Spring, early registration will be allowed to register for up to 14 units or a maximum of 15 units for 3 courses and up to 5 units in the summer (including waitlisted courses). These students will be able to register for additional courses 48-hours after open registration. This procedure will incentivize the prioritization of course selection. Students would be able to bypass the early-registration, nit restriction policy if they...

- Are Incoming President Scholars or
- Have not received a “W” or “DR” and successfully completed at least 14 units during the previous semester.

Possible Opposition/Scenarios

1. “We are hurting our students by limiting their access to register for courses.” Response – Students are still able to register for more than 14 units, but those courses can be added 48-hours after open registration. Students are eligible to register for more units during early registration if they meet the criteria listed above.
2. “This policy will hurt a huge number of students.” Response – Approximately 13,700/18,000 (76.1%) are part-time students.
3. “Why set the limit at 14 units?” Response – A large portion of courses at BC are 3.0 unit courses. This will allow a majority of students to register for 4 courses. This would also not be detrimental to students that are required to register for 12 units.
4. “Why set the limit at 5 units during the summer?” Response – Students success/retention drops dramatically when they take multiple courses during the summer. Early registration students will still be able to register for additional courses following the 48-hour window.
5. “Why would Incoming President Scholars eligible to register for more than 14 units.” Response – Incoming President Scholars have achieved a GPA of at least 3.5 in high school. This can be used as a recruiting tool to bring in excellent high school students. Give them the opportunity to “prove” that they can successfully complete 14 or more units.
6. “Why should a “W” or a “DR” count against a student that has successfully completes at least 14 units?” Response – The purpose of this procedure is to decrease the ability to “shop” for classes.
7. “Why do early-registration students have to wait for 48-hours before they can register for additional courses?” Response – This 48-hour window will allow students with low-priority registration to register for courses that would normally be closed. Early registration students will still be able to register for additional courses following the 48-hour window.
8. “Can Banner handle this?” Response – “Yes” (Sue Vaughn)

In Conclusion

A similar registration procedure is currently used in the University of California system. Students are limited to register for 10 units (quarter units), including waitlisted courses. They are able to add more courses during open registration.

It just kills me to hear and see students that don’t have access to courses due to having a late, priority-registration date. It hurts me even more when I see students drop prior to the “W” date, leaving an empty seat that could have gone to another student on the waitlist. This process will...

- Provide an incentive for students to prioritize courses
- Provide greater access for students that would not have been able to enroll in a class
- Increase retention rates
- Increase success rates
- Support President Chamberlain’s goal “getting these students out of BC.”

Discussion:

This is the first viewing of a proposal from Bakersfield that is supported by Porterville. Corey Marvin asked if this was a real problem or only a perceived problem.

John Title: Concerned because 14 units a semester does not make a two year degree.

Matt: during regular registration they can enroll in more classes

If Porterville or Bakersfield adopt this program it will affect our enrollment; if we don’t go along, students will begin shopping our classes at the detriment of our college and our students.

Jill – This may also affect us negatively if students are forced to take an online class when they are not online ready; however, this still probably would not stop students who would go to other colleges to take the other courses they need.

Mary O’Neal: doesn’t support rationale for 14 units – keep it at 15 because we have a number of 4 unit classes – 15 units is a full load if you look at it in multiples of 3.

Early registration at 14 units can keep students from taking a course they may need.

Summer – students should not be limited to 5 units for priority registration

Right now students cannot enroll in more than 8 units

Paula Suarez: This is not a concern for our student population, since our students who enroll early are most likely capable of taking these courses. The concern is for the numbers – they don’t match our campus. If BC and PC move toward this, we may be forced to.

Students with the most units who completed matriculation – ready to transfer/graduate, these are the students who are succeeding, why make them wait another year to take the classes they need. Karen O’Connor asked if we could we see success rates for students who enroll early.

Priority registration is the same time at each college – students can register at any college in the district as long as they have meet all of the “checked boxes” at their college; this is what could impact our college.

Paula stated that she was uncomfortable being pushed into accepting this proposal just because other colleges are adopting it.

Matt: We will revisit this issue at the next meeting.

VIII. Information Issues:

District equivalency committee: no format has yet been suggested or planned. The Chancellor is concerned because we do have district equivalency.

Cheryl Gates: It seems odd that we have equivalency of courses, but to go to a bridge program to take courses at Bakersfield students can’t get into an RN program at BC because it takes 16 weeks for approval – courses and instructors are equivalent but transcripts are not.

Matt: Chancellor’s point is teacher equivalency

Mary – this is a way of saying that we will hire faculty on a district level – if there’s a problem with the way we are doing equivalency then let’s talk about it. We have three separate senates. This would still be a faculty driven committee – if we don’t have a district wide Senate, then why have a district wide committee.

Matt – this could allow for protection from college wide input by defusing the pressure – Should we at Cerro Coso change our program because of problems of a particular committee at another college or the district.

Jan Moline: This is an illogical solution to the problem. – Just because faculty are equivalent does not mean they will fit in at another college since the communities are different.

Because Bakersfield is not happy with the faculty that have been transferred does not make this a solution.

Consensus: We, the Cerro Coso Academic Senate, do not believe in a district wide equivalency at least until we have a district wide senate.

Matt requested the Equivalency committee revisit the standards for equivalency at Cerro Coso.

IX. Reports

1. President's Report

District Consultation: Strategic Plan will be available on Union website tomorrow – Matt will be sending out strategic plan. Matt is concerned that the SP is being based on the responses of 18% - argues that it's an invalid sample

Mary asked that we look at the SP and see how communication has been addressed. This is a draft sent out for input. It will be presented to council on April 14.

2. Administrative Report

Jill – yesterday the Presidents met with Chancellor Serrano to discuss five topics. One of those topics was the budget and full-time faculty hire. The Chancellor only wanted to hire three new faculty district wide plus replacements. Rosa said Porterville would not be hiring full-time faculty members for next year. Jill was adamant about hiring all three faculty because of the process we used and because they are necessary to run our college programs successfully. CC will be hiring three new faculty – BC may be hiring one.

Strategic Plan: The Chancellor and Presidents discussed how the strategic plan was going to be tied to accreditation and would be used to write action plans and student success plan. All three should mirror one another. The student success plan and facilities should all be part of the Strategic Plan.

Jill encouraged every to please look at the plan, especially since it is one way to increase trust and open communication.

Matt asked that we adhere to the contract for faculty chair elections. Two or more names should be moved forward to the President for a final decision.

3. Union Report

Elections are coming up. We have already reached the nomination deadline. CC has no part time rep. Mary O'Neal has agreed to run for President again. Please vote if you're a voting member, and please consider participating in union. We could use support. If someone becomes a member now they will not be able to run for office or vote in this election, but they could in future elections.

Negotiations met for what was supposed to be the last meeting, although backup dates had previously set in case they were needed. During the last two hours of the last

meeting, the district proposed total compensation (which factors in salary and benefits). The district didn't have a compelling case for supporting this or why we should accept this. More meetings will be needed –

Up to this point our lead negotiator and theirs set clear goals and were making good progress; yesterday, however, was less collegial. It looks like we will be heading to a new place with negotiations which means we will not have a contract by the end of this semester.

Mary O'Neal: If we don't have a new contract when current contract expires we are bound by old contract until a new one is ratified.

Two items put on the table this way: total compensation or a cap on benefits. The district did not define total compensation other than to say it was what was presented two years ago.

4. Treasurer's Report

Matt asked for permission to allow Cheryl to explore and pay for medallions without bringing it back to a vote – approved

We now have only 8 unpaid members.

5. Curriculum and Instruction Council:

The committee did several inactivations and deletions and has made significant progress. Curricunet – continue to work on the program every 5-6 weeks making improvement – the program modules will be the next focus. In order to have a catalog addendum, the committee is asking faculty chairs to supply updated program outlines in a word document that looks like the program in the catalog. Changes can be made at the state level to get a catalog addendum for summer, and a more extensive one for next year (by April 18th).

CIC has two new programs that need to be finished and approved. The Senate needs two meetings (one to present and the other to approve.)

X. Announcements Week of April 14th, children's art show, reception 6-8 pm;

Future Meeting Dates

- a) Next Executive Council Meeting (TBA)
- b) Next Senate of the Whole: changed from April 7th to April 21, 2011

XI. Adjournment: 1:45

Academic Senate Meeting Minutes

Date 28 April 2011

Time: 12:30 p.m.

Location: LRC 604, MESCC 206, BESCC 122, KRV 2

Type of Meeting: Academic Senate Regular Meeting

Meeting Facilitator: Matt Crow, Academic Senate President

I. Call to Order Matt called to order the regular meeting of the Academic Senate at 12:35 on Thursday 28 April 2011 in LRC 604.

II. Open Forum: None

III. Roll Call: Suzanne Ama, Dean Bernsten, Shannon Bliss, Scott Cameron, Deanna Campbell, Matt Crow, Lisa Fuller, Cheryl Gates, Matt Hightower, Annette Hodgins, Dennis Jenkins, Corey Marvin, James O'Connor, Karen O'Connor, Mary O'Neal, Bonita Robison, Joe Slovicek, Paula Suarez, Penny Talley, Laura Vasquez
Administrators Present: Jill Board, Valerie Karns, Heather Ostash

IV. Adding Agenda Items: none

V. Approval of Minutes from 31 March 2011 approved

VI. Closed Session: none

VII. Discussion Items:

CIS Program Review – This is a presentation. It will be approved at the next Senate as a whole meeting. Karen O'Connor highlighted the CIS Program Review which has been on Moodle for several weeks. The Program Review includes ideas for future plans. Disciplines still need to be cleaned up since some programs are mismatched with the state. These will be addressed in the fall. This program review does not include Office Technology courses.

Web Design Program Review – Suzi Ama presented the Web Design Program Review with the following Executive Summary:

The Web Design program at Cerro Coso Community College is distinguished as a model educational program by the World Organization of Webmasters. It is among 8 programs nationwide that are designated as World Organization of Webmasters Professional Academies, which are determined to meet rigorous technical and professional standards.

VTEA Core Indicator Report data indicate that this program exceeded negotiated District and State levels in the areas of technical skill attainment, persistence and transfer, non-traditional participation, and non-traditional completion. In particular, the levels of participation and completion of non-traditional students were both 58% above the negotiated District level. We believe this is due to the fact that certificate and degree completions are not automatically recorded upon the completion of the necessary course work. The implementation of Degree Works should resolve that issue.

However, in spite of the underreporting of graduates, our number of graduates is comparable to similar

programs within the four county region. The Web Design program is also within the top one-third of Career Technical Education associate degree programs at Cerro Coso with respect to the number of graduates (ranked 6th and tied with Business Office Technology, out of 19 CTE degree programs.)

VTEA Core Indicator Report data also indicate that employment is below the negotiated District level. However, this report compares student success at the negotiated District level for general 0614.00 TOP Code classification, which includes occupations for which traditional employment is the norm. The more narrow TOP Code classification of this particular program, 0614.30 Web Design and Development, has a different occupational pattern. Many web design/development professionals are self-employed, and graduates who follow this pattern are not captured in the core indicator data. Those who do seek employment will find expanded opportunities. Economic Modeling Specialists, Inc. projects that 36 new positions will be created annually between 2010 and 2015 in the College's service area, with median hourly earnings of \$25.63.

Enrollment in the department has increased during the past 6 years, in spite of the decline and inactivation of the Digital Animation program, reflecting substantial growth in the Web Design program. Department productivity averages 12.1.

Improvement is needed in 3 of the 4 program learning outcomes, with software and technical skills falling slightly below the target, and design skills falling substantially lower than the target. Interestingly, 80% of graduates self-reported that the program highly equipped them for work as a web professional with respect to creativity and design skills, and 20% self-reported that they were moderately equipped. The disparity between our assessment and graduates' self-assessment reflects an inherent challenge to teaching design. We are implementing strategies to help students more objectively evaluate their own work, which will in turn, improve the quality of their work. All students met the outcome pertaining to lifelong learning, communication, and collaboration.

Emeritus Status Approval: The current guidelines are not posted on the web. President Jill Board will take names forward if they meet the requirements. She will bring forward the names of all retirees from Cerro Coso who meet the requirements to Academic Senate. She would like to have an event honoring Emeritus Status Retirees in early fall. We as a college/Senate can define the benefits they receive from our campus.

VIII. Information Issues:

Distance and Educational Task Force Report and Recommendation: The recommendations were presented to Senate as an information item. It will also go to College Council. Matt Hightower reviewed the document, especially concentrating on Staffing and Organization. The committee recommended hiring two new positions: Dean of Distance Education and Language Arts and a Distance Education Coordinator. The committee believes leadership is needed in this area. At one time Cerro Coso's Distance Education program was a model program. The Task Force would like to see it brought back up to that standard, especially since our current approach is not working.

Jill Board said she already created a budget line item for the Dean (or some management level) position for Distance Education.

Science Department name change: The Science department informed Senate that they would like to change their name to Science and Engineering Department. Negotiations need to take this forward.

IX. Reports

1. President's Report

Two names have been submitted for Faculty Chair Elections for the following departments:

Math: Dean Bernsten, Joe Slovacek
English: Cliff Davis, Christine Swiridoff
Physical Ed and Health Science: Bill Locke, Dick Adams
Public Safety: Cheryl Gates, Steve Busby
Media Arts: Lisa Darty, Suzanne Ama
Industrial Arts: Larry Board, James O'Connor
Science and Engineering: Shannon Bliss, Claudia Sellers

Classified Staff of the Year: Amy Kennedy and Kim Blackwell

The Institutional Effectiveness Committee presented a draft of their charge and purpose follows:

Charge:

The Institutional Effectiveness Committee (IEC) is charged with providing oversight to the planning and assessment processes for sustainable continuous quality improvement.

Purpose:

The purpose of the Institutional Effectiveness Committee is to:

- Ensure the institution achieves its mission, goals and objectives
- Affirm the Academic Program Review (APR) process as the mechanism by which academic programs regularly assess their effectiveness
- Create a context to review and solidify the process by which service-areas document the use of assessment findings in decision-making.
- Define Curricunet as the College's assessment repository for systematic tracking and reporting.
- Foster the collaboration of faculty, staff and administration around assessment initiatives
- Establish systematic and thorough use of multiple qualitative and/or quantitative measures which maximize the use of existing data and information
- Support periodic assessment tying planning to resource allocation
- Provide an assessment review schedule
- Identify evaluative approaches that yield results useful to institutional planning, resource allocation, and renewal.
- Provide a structure by which the institutional outcomes will be periodically evaluated and updated.
- Institutionalize accreditation into a sustainable continuous process through providing input into all the accreditation reports.

Committee Membership:

Vice President Academic Affairs – Co-Chair
Program Coordinator – Co-Chair

SLO Coordinator
CIC Chair
Vice President Student Services
Academic Senate President
Student Programs and Athletic Director
Vice President Academic Affairs Administrative Assistant – Recorder

Discussion: The purpose of the committee is to provide oversight to all documents. The committee discussed whether to include the Institutional Researcher as a member or a research. Corey Marvin stated that having the IR as part of the committee would be an asset since what the committee is asking for is shaped by what the IR knows.

This committee will take the place of the Accreditation Steering Committee and will be a continuous working committee.

Union Report: Shannon Bliss reported for Paula Suarez. The election results are in. President: Mary O’Neal, Cerro Coso Chair: Paula Suarez, Cerro Coso Rep: Laura Vasquez. The part-time rep position is still open – write-in candidates declined to serve.

X. Announcements none

Future Meeting Dates: 12 May 2011

XI. Adjournment: 2:05pm

Academic Senate Meeting Minutes

Date 12 May 2011

Time: 12:30 p.m.

Location: LRC 604, MESCC 206, BESCC 122, KRV 2

Type of Meeting: Academic Senate Regular Meeting

Meeting Facilitator: Matt Crow, Academic Senate President

I. Call to Order Matt called to order the regular meeting of the Academic Senate at 12:40 on Thursday 12 May 2011 in LRC 604.

II. Open Forum: None

III. Roll Call: Suzi Ama, Shannon Bliss, Dean Bernsten, Steve Busby, Scott Cameron, Julie Cornet, Matt Crow, Lisa Darty, Lisa Fuller, Cheryl Gates, Andrea Guerrero, Pam Godfrey, Janis Jamison, Dennis Jensen, Kim Kelly, Corey Marvin, Jan Moline, Jim O'Connor, Karen O'Connor, Mary O'Neal, Bonita Robison, Joe Slovacek, Paula Suarez, Laura Vasquez
Administrators Present: Jill Board, Valerie Karns

IV. Adding Agenda Items: none

V. Approval of Minutes from last Meeting 17 March: approved

VI. Closed Session: none

VII. Discussion Items:

Discussion:

CIS Program Review: motion made/second to approve- approved – it will now go to College Council

Web Design Program Review: motion made/second to approve - approved

AJ Program Review- first reading Steve Busby summarized the following key points: It is a very viable program – In its 14 year history it has increased from 90 FTES to over 200. The program works with the Sheriff's department which has put a lot of people to work – one of the primary goals. Two face to face classes are offered each semester in IWV and now KRV –classes also offered online. Cost of program and income – net profit \$300,000-350,000 a year. The program has approximately 200 adjunct and professionals, many of whom are doing the academy and other training programs.

Discussion/Questions: why have you not requested another full-time faculty? Steve said he has and it is in the unit plan. It would be good to have another full-time faculty.

Feedback on District-wide Strategic Plan: Jill gave the following update: information from College council and administration was sent forward. The Chancellor suggested it be tabled due to the input from all the colleges who were not comfortable with the way the goals were written. The problem was not with the goals themselves, but with the direction of the goals which did not sound meaningful. In light of Dr. Givens resigning (her responsibility), Jill did offer to help with the process of getting this done correctly. Sandra understands that what was brought forward did not reflect the people in the room.

Jill stated that some work will be done over summer, but we need to come back to this in Fall.

Matt asked if adding this to a Moodle forum would be helpful. Jill said that any suggestions would be helpful. Matt will set up a forum. Mary thanks and supports Jill in the action she has taken.

Review of Goals from 2010-11:

Evaluate and improve the process by which the Academic Senate conducts Business

Discussion: We have done some good things this semester, but still need stronger documentation and more effective processes. Some processes are still being discussed and revised. The institutional committee will bring some structure to program reviews. Matt would like to keep this goal.

Suggestions: If this is an ongoing goal – it should have prioritized goals underneath, such as
Program review

Need better record keeping

Enrollment management

Communication stream

Moodle

Update flex day page

How we archive – large and small scale items to have everything in one place – needs to be a college wide directive

Resolutions should be kept in a certain place so they'd be easy to find

Consider part-time AS administrative assistant

Matt said he will take this input and bring it to first executive meeting in fall.

Encourage participation in the State Academic Senate

Matt in only one who attended plenary session – needs to get proposals to the body sooner

Corey – does this need to be written out as formal goal. Others agree that it probably does not.

Review and delineate the budget process

This we did not do. Mary O'Neal stated that this is critical, but someone has to take leadership – The budget process is a part of 10+1 and the board is not doing what they're supposed to consensus: needs to remain a goal

We, as a Senate need to redefine goals to see if we have met the goal at the end of the year. This should be coordinated with the other two district senates.

Increase faculty engagement with the college

Discussion: College functions – need to define the “college” because the term is open to interpretation.

Faculty need to be engaged on campus – it's a benefit for students – online teaching has left a void that has impacted our students in a negative way. All research shows that students who are more engaged are more successful; this is especially true and essential for basic skills students.

This is a goal that came from the students – we didn't pursue this as an exec – we need to partner with the students, and college council as well needs to have a stake in it – this is a whole college issue. Faculty, students and management need to be connected.

Jill stated that this is a problem at all three colleges. We know it's a problem, we need to work to find a solution.

Nursing – doing work outside to bring in other students / Natalie will put anything up on the site

Shannon thought the one book, one college idea that was proposed a couple years ago sounded like a good way to get everyone involved and connected.

Kim Kelly said that we need to hold others accountable

Meeting times for 2011-12 – Matt suggested we go to longer meetings since we usually don't finish by 1:30 – possibly increasing hours from 12:30 – 2:00. Mary suggested increasing the frequency of meetings rather than the length of a meeting so we can stay within the college hour framework. Matt will set up a forum for feedback.

VIII. Information Issues:

Everyone was encouraged to sign up for the after graduation party.

IX. Reports

1. President's Report

Faculty Chair elections: Jill will discuss this in the administration report

2. Administrative Report

Chairs: English: Cliff Davis

Math Dean Bernsten

Business: Karen O'Conner

Science: Shannon Bliss

PE: Bill Locke

Industrial Arts: James O'Connor interviewed – approval process needs to go through CCA

Media Arts: Lisa Darty

Social Science: Norm Stevens; he will be brought forward next year for evaluation – there was a mix up with his evaluation cycle.

Humanities: Jon Heaton

Visual Arts: Lauren Sandvik

Two new faculty have been hired. Their names have been sent to the board: Vivian Baker for Child Development and Karee Hamilton for Counseling; CIS is still recruiting; Jill will be sending communications throughout summer to keep everyone updated

Budget Development committee will be meeting over summer. Tom Burke miscalculated growth money, so we need to find \$500,000. If we are in worst case scenario, we need to dip into our reserves over 2.3 million of 3.5 million.

Jill took the DE taskforce recommendations under consideration and believes what we really need is 100% focus for DE next year. Whether we move into dean position next year, we can revisit. Over the summer, Jill will be hiring full time admin director / Director of Distance Ed – a position with an administrative focus. This will be a one year temp position. In fall, we will re-evaluate and look at the direction we want to go – possibly expanding the position.

In process of reviewing all info for VP – sent to Sandra for recommendation. Jill will update everyone by email once the candidate is confirmed.

3. Union Report

Website – very user friendly, take a look – negotiations report will be on website

4. Treasurer's Report

Medallions ordered

5. Curriculum and Instruction Council:

The following certificates of Achievement were presented to CIC for review: Some, such as the Office Clerk Cert represents substantial changes. These are recommendations from CIC – they do not need discussion or approval.

CC Office Clerk Cert Certificate of Achievement – this has been given locally, but never sent to the state. This will formalize the process

CC Paralegal Studies Cert Certificate of Achievement

CC Criminal Justice AA-T AA Degree Program

CC Welding Processes Cert Certificate of Achievement – this will be sent to the state so it will show up on student transcripts.

CC Mathematics AS-T AS Degree Program

X. Announcements: Luminis training will be 19 May and another on flex Friday in August. All classes will be on Luminis in summer, but faculty do not need the training to teach online. Matt will check to see if the trainings will be webcast.

Future Meeting Dates: The next meeting date will be some time in September. Notice will be sent out when date is confirmed.

XI. Adjournment: 1:53

Cerro Coso College Academic Senate

Meeting Agenda

Date 1 September 2011

Time: 12:30-1:30

Location: IWV 604, MESCC 206, BESCC 122,
KRV 2

Type of Meeting: Academic Senate Regular Meeting

Purpose of Meeting:

Meeting Facilitator: Matthew Crow

I. Call to Order

II. Open Forum

III. Roll Call

Adding Agenda Items:

Approval of Minutes from 12 May 2011 and 28 April 2011 see attachment

IV. Closed Session

V. Discussion Issues:

Goals for 2010-11:

Evaluate and improve the process by which the Academic Senate conducts business

Improve record keeping

Establish a centralized location for records college-wide

Shepherd program and institutional review

Increase faculty engagement with the college

Program review leadership for programs without clear responsible parties

Liberal Arts(Arts and Humanities, Soc. and Behavioral Sciences, Math and Sci.) Gen. Ed. Pattern, Honors, Basic Skills, Bus. Admin.

Committee Memberships:

List of chairs and members

Participatory Governance Committees

TRT

Safety:

Facilities:

Others:

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Add Ped/Tech to Standing Committees
Institutional Effectiveness Committee:
Change: no program review coordinator
Vacancies on Exec:
Currently we are missing a Vice President

VI. Information Issues:

VII. Reports

- a) President's Report:
- b) Administrative Report
- c) Union Report
- d) Treasurer's Report
- e) Curriculum and Instruction Council:
- f) Program Review Committee:
- g) Equivalency Committee:
- h) Academic Petitions Committee:
- i) Honors Committee:
- j) Strategic Plan Committee:
- k) Calendar Committee: See discussion issues
- l) Pedagogy and Technology Committee
- m) Basic Skills Committee
- n) Accreditation Report:
- o) Ad Hoc Committees

Future Meeting Dates

- b) Next Executive Council Meeting: September 15
- c) Next Senate of the Whole: September 29

VIII. Future Agenda Items

IX. Announcements

X. Adjournment

Cerro Coso College Academic Senate

Meeting Agenda

Date 29 September 2011

Time: 12:30-1:30

Location: IWV 604, MESCC 206, BESCC 122,
KRV 2

Type of Meeting: Academic Senate Regular Meeting

Purpose of Meeting:

Meeting Facilitator: Matthew Crow

I. Call to Order

II. Open Forum

III. Roll Call

Adding Agenda Items:

Approval of Minutes from 1 September 2011 see attachment

IV. Closed Session

V. Discussion Issues:

Program Review Committee and Program Master List: See attached

Committee Memberships: Approve Scott Cameron for TRT.

Institutional Effectiveness Committee:

Strategic Plan Feedback: See attached

VI. Information Issues:

Nominations for Vice President: Jan Moline has been nominated. Further nominations.

VII. Reports

- a) President's Report:
- b) Administrative Report
- c) Union Report
- d) Treasurer's Report
- e) Curriculum and Instruction Council:
- f) Program Review Committee:

- g) Equivalency Committee:
- h) Academic Petitions Committee:
- i) Honors Committee:
- j) Strategic Plan Committee:
- k) Calendar Committee:
- l) Pedagogy and Technology Committee
- m) Basic Skills Committee
- n) Accreditation Report:
- o) Ad Hoc Committees

Future Meeting Dates

- b) Executive Council Meetings: ~~25 August, 15 September~~, 4 October, 20 October, 8 November, 1 December, 19 January, 2 February, 23 February, 15 March, 5 April, 26 April, 17 May.
- c) Senate of the Whole: ~~1 September~~, 29 September, 13 October, 27 October, 17 November, 8 December, 26 January, 16 February, 1 March, 29 March, 19 April, 10 May.

VIII. Future Agenda Items

IX. Announcements

X. Adjournment

Cerro Coso College Academic Senate

Meeting Agenda

Date 13 October 2011

Time: 12:30-1:30

Location: IWV 604, MESCC 206, BESCC 122,
KRV 2

Type of Meeting: Academic Senate Regular Meeting

Purpose of Meeting:

Meeting Facilitator: Matthew Crow

I. Call to Order

II. Open Forum

III. Roll Call

Adding Agenda Items:

Approval of Minutes from 1 September 2011 see attachment

IV. Closed Session

V. Discussion Issues:

Election of Vice President: Jan Moline has been nominated.

Hiring Process: Special Meeting 1 November 2011 11-2

Committee Memberships: Volunteer from Transfer to serve on Safety Committee.

Volunteers for mentoring.

Resolutions for Plenary Session

VI. Information Issues:

Executive Council will meet with Jill Board to discuss departmental reorganization 20 October 2011.

VII. Reports

- a) President's Report:
- b) Administrative Report
- c) Union Report
- d) Treasurer's Report
- e) Budget Development Committee: report
- f) Curriculum and Instruction Council:
- g) Program Review Committee:
- h) Equivalency Committee:

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- i) Academic Petitions Committee:
- j) Honors Committee:
- k) Strategic Plan Committee:
- l) Calendar Committee:
Pedagogy and Technology Committee: *Due to scheduling difficulties for many instructors, the Pedagogy and Technology Committee recommends that the College request an additional Banner roster waitlist roll on the second morning of classes at 6:30AM. This roll would be in addition to the current 10:00 or 10:30PM roll that occurs on the first day of classes.*
- m) Basic Skills Committee
- n) Accreditation Report:
- o)
- p) Ad Hoc Committees

Future Meeting Dates

- b) Executive Council Meetings: ~~25 August, 15 September, 4 October~~, 20 October, 8 November, 1 December, 19 January, 2 February, 23 February, 15 March, 5 April, 26 April, 17 May.
- c) Senate of the Whole: ~~1 September, 29 September~~, 13 October, 27 October, 17 November, 8 December, 26 January, 16 February, 1 March, 29 March, 19 April, 10 May.

VIII. Future Agenda Items

IX. Announcements

X. Adjournment

Cerro Coso College Academic Senate

Meeting Agenda

Date 27 October 2011

Time: 12:30-1:30

Location: IWV 604, MESCC 206, BESCC 122,
KRV 2

Type of Meeting: Academic Senate Regular Meeting

Purpose of Meeting:

Meeting Facilitator: Matthew Crow

I. Call to Order

II. Open Forum

III. Roll Call

Adding Agenda Items:

Approval of Minutes from 13 October 2011 (minutes are pending)

IV. Closed Session

V. Discussion Issues:

Nominations for new member at large:

Assessment Committee: Suzie Ama will explain and seek membership

Hiring Process: Special Meeting 1 November 2011 11-2 (due to ITV conflicts, I would like to move to 2 November 2011, 1-4)

Committee Memberships: A volunteer from Transfer to serve on Safety Committee still needed.

Review of Cerro Coso Budget Process

VI. Information Issues:

VII. Reports

a) President's Report: Items from District Consultation Council: FON, 2013-14 Calendar, Board Policy approvals.

b) Administrative Report

c) Union Report

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 Committee: Laura Vasquez has a report.
- o) Accreditation Report:
- p) Institutional Effectiveness Committee:
- q) Ad Hoc Committees

Future Meeting Dates

- b) Executive Council Meetings: ~~25 August, 15 September, 4 October, 20 October~~, 8 November, 1 December, 19 January, 2 February, 23 February, 15 March, 5 April, 26 April, 17 May.
- c) Senate of the Whole: ~~1 September, 29 September, 13 October~~, 27 October, 17 November, 8 December, 26 January, 16 February, 1 March, 29 March, 19 April, 10 May.

VIII. Future Agenda Items

IX. Announcements

X. Adjournment

Cerro Coso College Academic Senate

Meeting Agenda

Date 17 November 2011

Time: 12:30-1:30

Location: IWV 604, MESCC 206, BESCC 122,
KRV 2

Type of Meeting: Academic Senate Regular Meeting

Purpose of Meeting:

Meeting Facilitator: Matthew Crow

I. Call to Order

II. Open Forum

III. Roll Call

Adding Agenda Items:

Approval of Minutes from 27 October 2011 and 3 November 2011 Special Meeting

IV. Closed Session

V. Discussion Issues:

- a) Moving drop date from 30% date to 20% date
- b) Program Review Template

VI. Information Issues:

VII. Reports

- a) President's Report: Report from State Plenary Session
- b) Administrative Report
- c) Union Report
- 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: Calendar Proposal

- m) Pedagogy and Technology Committee: Recommendation Question
- n) Basic Skills Committee:
- o) Accreditation Report:
- p) Institutional Effectiveness Committee:
- q) Ad Hoc Committees

Future Meeting Dates

- b) Executive Council Meetings: ~~25 August, 15 September, 4 October, 20 October, 8 November,~~ 1 December, 19 January, 2 February, 23 February, 15 March, 5 April, 26 April, 17 May.
- c) Senate of the Whole: ~~1 September, 29 September, 13 October, 27 October,~~ 17 November, 8 December, 26 January, 16 February, 1 March, 29 March, 19 April, 10 May.

VIII. Future Agenda Items

IX. Announcements

X. Adjournment

Cerro Coso College Academic Senate

Meeting Agenda

Date 8 December 2011

Time: 12:30-1:30

Location: IWV 604, MESCC 206, BESCC 122,
KRV 2

Type of Meeting: Academic Senate Regular Meeting

Purpose of Meeting:

Meeting Facilitator: Matthew Crow

I. Call to Order

II. Open Forum

III. Roll Call

Adding Agenda Items:

Approval of Minutes: minutes are pending

IV. Closed Session

V. Discussion Issues:

- a) Board Policy: 6H(adjunct hiring) approval, 4AC (Matriculation) first reading
- b) Program Review Template
- c) Proposed Calendar

VI. Information Issues:

VII. Reports

- a) President's Report:
- b) Administrative Report
- c) Union Report
- 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: Calendar Proposal
- m) Pedagogy and Technology Committee: Recommendation Question
- n) Basic Skills Committee:
- o) Accreditation Report:
- p) Institutional Effectiveness Committee:
- q) Ad Hoc Committees

Future Meeting Dates

- b) Executive Council Meetings: ~~25 August, 15 September, 4 October, 20 October, 8 November, 1 December~~, 19 January, 2 February, 23 February, 15 March, 5 April, 26 April, 17 May.
- c) Senate of the Whole: ~~1 September, 29 September, 13 October, 27 October, 17 November~~, 8 December, 26 January, 16 February, 1 March, 29 March, 19 April, 10 May.

VIII. Future Agenda Items

IX. Announcements

X. Adjournment

Cerro Coso College Academic Senate

Meeting Agenda

Date 27 January 2012

Time: 12:30-1:30

Location: IWV 604, MESCC 206, BESCC 122,
KRV 2

Type of Meeting: Academic Senate Regular Meeting

Purpose of Meeting:

Meeting Facilitator: Matthew Crow

I. Call to Order

II. Open Forum

III. Roll Call

Adding Agenda Items:

Approval of Minutes: 17 November 2011, 8 December 2011

IV. Closed Session

V. Discussion Issues:

- a) Board Policy: 6H(revisited), 4AC (Matriculation) approval
- b) General Education Learning Objectives—approval
- c) Basic Skills/Matriculation

VI. Information Issues:

Department Reorg update

VII. Reports

- a) President's Report:
- b) Administrative Report:
- c) Union Report:
- 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: Revised Calendar

- m) Pedagogy and Technology Committee:
- n) Basic Skills Committee:
- o) Accreditation Report:
- p) Institutional Effectiveness Committee:
- q) Ad Hoc Committees: Student Centered Budget Development Committee

Future Meeting Dates

- b) Executive Council Meetings: ~~25 August, 15 September, 4 October, 20 October, 8 November, 1 December, 19 January,~~ 2 February, 23 February, 15 March, 5 April, 26 April, 17 May.
- c) Senate of the Whole: ~~1 September, 29 September, 13 October, 27 October, 17 November, 8 December,~~ 26 January, 16 February, 1 March, 29 March, 19 April, 10 May.

VIII. Future Agenda Items

IX. Announcements

X. Adjournment



Cerro Coso Community College Academic Senate

Meeting Agenda

Date: 16 February 2012

Time: 12:30-1:30

Location: IWV 604, MESCC 206, BESCC 122,
KRV 2

Type of Meeting: Academic Senate Regular Meeting

Purpose of Meeting:

Meeting Facilitator: Matthew Crow

I. Call to Order

II. Open Forum

III. Roll Call

Adding Agenda Items:

Approval of Minutes: 26 January 2012 Meeting

IV. Closed Session

V. Discussion Issues:

- a) Board Procedure: 6H (First Reading)
- b) Ad Hoc Budget Process Recommendation: (First Reading)
- c) Program Proposal: Renewable Energy Technology (RET) (First Reading)
- d) BC Proposal for 15 Unit Restriction for Early Registration
- e) Ped/Tech recommendation Regular and effective contact (first reading)

VI. Information Issues:

Department Reorg update

VII. Reports

- a) President's Report: confirmation of nursing and business screening appointments.
- b) Administrative Report:
- c) Union Report:
- d) Treasurer's Report:
- e) Budget Development Committee:
- f) Curriculum and Instruction Council:
- g) Program Review Committee:



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- h) Equivalency Committee:
- i) Academic Petitions Committee:
- j) Honors Committee:
- k) Strategic Plan Committee:
- l) Calendar Committee: Revised Calendar
- m) Pedagogy and Technology Committee:
- n) Basic Skills Committee:
- o) Accreditation Report:
- p) Institutional Effectiveness Committee:
- q) Ad Hoc Committees: Student Centered Budget Development Committee (see discussion items)

Future Meeting Dates

- b) Executive Council Meetings: ~~25 August, 15 September, 4 October, 20 October, 8 November, 1 December, 19 January, 2 February~~, 23 February, 15 March, 5 April, 26 April, 17 May.
- c) Senate of the Whole: ~~1 September, 29 September, 13 October, 27 October, 17 November, 8 December, 26 January~~, 16 February, 1 March, 29 March, 19 April, 10 May.

VIII. Future Agenda Items

IX. Announcements

X. Adjournment



Our mission is to Educate, Innovate, Inspire, and Serve.



Cerro Coso Community College Academic Senate

Meeting Agenda

Date: 1 March 2012

Time: 12:30-1:30

Location: IWV 604, MESCC 206, BESCC 122,
KRV 2

Type of Meeting: Academic Senate Regular Meeting

Purpose of Meeting:

Meeting Facilitator: Matthew Crow

I. Call to Order

II. Open Forum

III. Roll Call

Adding Agenda Items:

Approval of Minutes: minutes pending

IV. Closed Session

V. Discussion Issues:

- a) Board Procedure: 6H (Pending faculty chairs recommendations)
- b) Ad Hoc Budget Process Recommendation: (pending, update)
- c) BC Proposal for 15 Unit Restriction for Early Registration (continued discussion)
- d) Ped/Tech recommendation Regular and effective contact (second reading)
- e) Calendar Second Reading: For 14-15 we decided to stay with the same start dates as BC and PC – the only change was Spring break the third week or March.
- f) EMS/EMT Programs(Second Reading)

VI. Information Issues:

- Department Reorg update
- Call for nominations for exec
- Call for nominations for CIC
- Call for nominations for student speaker
- Call for nominations for classified staff of the year

VII. Reports



Our mission is to Educate, Innovate, Inspire, and Serve.



- a) President's Report: Exec approved plant for Laura Vasquez in memoriam of her father.
- b) Administrative Report:
- c) Union Report:
- d) Treasurer's Report: yes
- e) Budget Development Committee:
- f) Curriculum and Instruction Council: curricunet update
- g) Program Review Committee:
- h) Equivalency Committee:
- i) Academic Petitions Committee: report
- j) Honors Committee:
- k) Strategic Plan Committee:
- l) Calendar Committee: Revised Calendar(see discussion)
- m) Pedagogy and Technology Committee: Recommendation under discussion issues
- n) Basic Skills/Matriculation Committee:
- o)Accreditation Report:
- p)Institutional Effectiveness Committee:
- q) Professional Development Committee:

Ad Hoc Committees: Student Centered Budget Development Committee (see discussion items)

Future Meeting Dates

Executive Council Meetings: ~~25 August, 15 September, 4 October, 20 October, 8 November, 1 December, 19 January, 2 February, 23 February, 15 March, 5 April, 26 April, 17 May.~~

Senate of the Whole: ~~1 September, 29 September, 13 October, 27 October, 17 November, 8 December, 26 January, 16 February, 1 March, 29 March, 19 April, 10 May.~~

VIII. Future Agenda Items

IX. Announcements

X. Adjournment



Our mission is to Educate, Innovate, Inspire, and Serve.



Cerro Coso Community College Academic Senate

Meeting Agenda

Date: 29 March 2012

Time: 12:30-1:30

Location: IWV 604, MESCC 206, BESCC 122,
KRV 2

Type of Meeting: Academic Senate Regular Meeting

Purpose of Meeting:

Meeting Facilitator: Matthew Crow

I. Call to Order

II. Open Forum

III. Roll Call

Adding Agenda Items:

Approval of Minutes: 16 February 2012, 1 March 2012

IV. Closed Session

V. Discussion Issues:

- a) Nominations for Academic Senate Executive Board: Jan Moline, Vice president; Laura Vasquez, Secretary; Lucila Gonzales-Cirre, member at large. Other nominations entertained from the floor.
- b) Ad Hoc Budget Process Recommendation:
- c) Nominations for student speaker: Tammy Kinnan. Other nominations entertained from the floor.
- d) Ped/Tech recommendation Regular and effective contact revised regular contact
- e) Nominations for classified staff of the year: Magi Mauldin(2), Dawn Fidel. Other nominations entertained from the floor.
- f) College council appointments:
- g) Appointment of Mike Metcalf to Safety Committee.
- h) Professional Development Committee recommendations: Posted on group

VI. Information Issues:

- a) Amendment to Bylaws: This is what the Bylaws say, but it is not what we do currently or in my memory. This came up through the accreditation report on leadership. I would like to strike:



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Section 6. A Strategic Plan Committee shall oversee the development and annual revision of the Strategic Plan and work with the Vice President of Academic Affairs to ensure its implementation. The Strategic Plan Committee is a committee of the Academic Senate and shall consist of four (4) faculty members selected as described in the Academic Senate Standing Rules.

- b) Call for nominations for faculty marshal:
- c) Hiring of History Faculty: need to approve selection committee.

VII. Reports

- a) President's Report:
- b) Administrative Report:
- c) Union Report:
- d) Treasurer's Report:
- e) Budget Development Committee: see discussion issues.
- 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:
Professional Development Committee: report
- q) Ad Hoc Committees: Student Centered Budget Development Committee (see discussion items)

VIII. Future Meeting Dates

Executive Council Meetings: ~~25 August, 15 September, 4 October, 20 October, 8 November, 1 December, 19 January, 2 February, 23 February, 15 March, 5 April, 26 April, 17 May.~~

Senate of the Whole: ~~1 September, 29 September, 13 October, 27 October, 17 November, 8 December, 26 January, 16 February, 1 March, 29 March, 19 April, 10 May.~~

IX. Future Agenda Items

X. Announcements



Our mission is to Educate, Innovate, Inspire, and Serve.



XI. Adjournment



Our mission is to Educate, Innovate, Inspire, and Serve.



Cerro Coso Community College Academic Senate

Meeting Agenda

Date: 19 April 2012

Time: 12:30-1:30

Location: IWV 604, MESCC 206, BESCC 122,
KRV 2

Type of Meeting: Academic Senate Regular Meeting

Purpose of Meeting:

Meeting Facilitator: Matthew Crow

I. Call to Order

II. Open Forum

III. Roll Call

Adding Agenda Items:

Approval of Minutes: 29 March 2012

IV. Closed Session

V. Discussion Issues:

- a) Election of Academic Senate Executive Board: Matthew Crow, President; Jan Moline, Vice president; Cheryl Gates, Treasurer; Laura Vasquez, Secretary; Lucila Gonzalez-Cirre, member at large.
- b) Election of student speakers: Tammy Kinnan, David Santiago, Anna Moschito.
- c) Approval of Ped/Tech recommendation Regular and effective contact: see attached.
- d) College council appointments: Approve John Stenger-Smith
- e) Approval of Professional Development Committee recommendations: Posted on group
- f) Amendment to Bylaws: Strike:
Section 6. A Strategic Plan Committee shall oversee the development and annual revision of the Strategic Plan and work with the Vice President of Academic Affairs to ensure its implementation. The Strategic Plan Committee is a committee of the Academic Senate and shall consist of four (4) faculty members selected as described in the Academic Senate Standing Rules.
- g) Election of faculty marshal: Charles Humphreys has been nominated.
- h) Approval of Child Development Program Review.



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VI. Information Issues:

- a) Ped/Tech Recommended Techniques of Authentication: posted on group.
- b) Change to Program Discontinuance Policy
- c) Role of IEC and Program Review

VII. Reports

- a) President's Report:
- b) Administrative Report:
- c) Union Report:
- d) Treasurer's Report:
- e) Budget Development Committee: see discussion issues.
- 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: see above
- r) Ad Hoc Committees: Student Centered Budget Development Committee (see discussion items)

VIII. Future Meeting Dates

Executive Council Meetings: ~~25 August, 15 September, 4 October, 20 October, 8 November, 1 December, 19 January, 2 February, 23 February, 15 March, 5 April, 26 April, 17 May.~~

Senate of the Whole: ~~1 September, 29 September, 13 October, 27 October, 17 November, 8 December, 26 January, 16 February, 1 March, 29 March, 19 April, 10 May.~~

IX. Future Agenda Items

X. Announcements

XI. Adjournment



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Cerro Coso Community College Academic Senate

Meeting Agenda

Date: 10 May 2012

Time: 12:30-1:30

Location: IWV 604, MESCC 206, BESCC 122,
KRV 2

Type of Meeting: Academic Senate Regular Meeting

Purpose of Meeting:

Meeting Facilitator: Matthew Crow

I. Call to Order

II. Open Forum

III. Roll Call

Adding Agenda Items:

Approval of Minutes: 19 April 2012

IV. Closed Session

V. Discussion Issues:

- a) Resolutions regarding Departmental Reorganization
- b) Approval of Change to Program Review Policy
- c) Approval of Ped/Tech recommendation Techniques of Authentication.
- d) College council appointments: Approve Joe Slovacek
- e) Programs Reviews:
 - a. Approval of Library Services Program Review.
 - b. Approval of Welding Program Review.
 - c. Approval of Paralegal Program Review.

VI. Information Issues:

- a) Role of IEC in Program Review

VII. Reports



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- a) President's Report:
- b) Administrative Report:
- c) Union Report:
- d) Treasurer's Report:
- e) Budget Development Committee: see discussion issues.
- 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: see above
- r) Ad Hoc Committees: Student Centered Budget Development Committee (see discussion items)

VIII. Future Meeting Dates

Executive Council Meetings: ~~25 August, 15 September, 4 October, 20 October, 8 November, 1 December, 19 January, 2 February, 23 February, 15 March, 5 April, 26 April, 17 May.~~

Senate of the Whole: ~~1 September, 29 September, 13 October, 27 October, 17 November, 8 December, 26 January, 16 February, 1 March, 29 March, 19 April, 10 May.~~

IX. Future Agenda Items

X. Announcements

XI. Adjournment



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Academic Senate Meeting Minutes

Date 1 September 2011

Time: 12:30 p.m.

Location: LRC 604, MESCC 206, BESCC 122, KRV 2

Type of Meeting: Academic Senate Regular Meeting

Meeting Facilitator: Matt Crow, Academic Senate President

I. Call to Order Matt called to order the regular meeting of the Academic Senate at 12:35 on Thursday 1 September 2011.

II. Open Forum: None

III. Roll Call: Dick Adams, Vivian Baker, Shannon Bliss, Scott Cameron, Yifen, Chen, Julie Cornett, Matt Crow, Lisa Darty, Cliff Davis, Cheryl Gates, Jon Heaton, Annette Hodgins, Dennis Jensen, Sarah King, Jan Moline, Mary O'Neal, Mary Peoples, Bonita Robison, Debra Rundell, Joe Slovacek, Christine Swiridoff, Laura Vasquez, Rachel Winston

IV. Adding Agenda Items: none

V. Approval of Minutes from 12 May 2011 and 28 April 2011: Minutes from both meetings approved

VI. Closed Session: none

I. Discussion Issues:

Goals for 2010-11: The Executive Committee met last week and would like to present the following goals to the Senate body for approval:

Evaluate and improve the process by which the Academic Senate conducts business (may be an ongoing goal – adding specific goals from May 12 meeting)

Improve record keeping (We recognize that this needs to be done college wide, but the Senate should be a place where records are kept).

Establish a centralized location for records college-wide (electronically or otherwise so as we move into accreditation visit everything will be together)

Shepherd program and institutional review (make it sustainable and ongoing)

Increase faculty engagement with the college – The executive board discussed informal ways (fundraisers, restaurant nights) as well as formal nights (Denim and Diamonds)

Discussion: One of the student representatives asked why we couldn't have a faculty/student affairs (one big event for faculty and students).

While this is possible and a big one time event would be good, the Senate also wants to encourage faculty to build connections away from the workplace.

Mary O'Neal volunteered to host a cocktail hour at her house on Wed. Sept. 21st.

The ASCC meets the first and third Tuesday of each month during college hour. They would like a faculty representative to attend their meetings.

Program review leadership for programs without clear responsible parties

Liberal Arts (Arts and Humanities, Soc. and Behavioral Sciences, Math and Sci.)
Gen. Ed. Pattern, Honors, Basic Skills, Bus. Admin.

This question came out of Institutional Effectiveness Committee. A leader is needed for each program. Liberal Arts, for example, is broken down into three tracks; one person is needed to coordinate that review process.

Suggestions:

One suggestion was to set up a standing ad hoc committee. Senate could delegate a person to be responsible. However, after discussion this was not the best solution.

Cliff suggested that each department chairs in each area in Liberal Arts work together and bring the program review to Senate. Department Chairs could rotate chair of committee. This would be a four person committee.

Basic Skills and Business administration can work with the department chairs involved in their area.

Matt asked if having department chairs serve on the committee for General Education would work as well. Jan Moline stated that part of the concern is that SLOs in GE courses will need to be evaluated, so there needs to be a specific SLO that ties into how they tie into GE. (Assessment factor – are people achieving these outcomes).

Someone asked if there was a timeline? A specific timeline will be established. Matt stated that the program reviews process should be completed by the end of the semester. Matt reminded everyone that at this point we are just looking at the program review process, not changing the program or completing the reviews at this time, so it will not need to go through CIC at this time.

Mary O'Neal asked if we have a program review committee. Matt said we have one that hasn't met in three years. Mary stated that we do program review, so the members on the committee should function as overseers that process is completed. The department chairs working together would establish a chair of the program review committee that would guide rather than perform the work on the committee.

The question was again asked how we wanted to handle program reviews for GE courses.

Mary O'Neal suggested that the review process could be done on parallel tracks. The Executive Committee could be informed as to what chairs are doing with program reviews. They could meet on alternate Tuesdays from chair meetings, bringing in departments/chairs as needed.

Completing program reviews using a parallel patter for Gen Ed courses will be examined further.

Committee Memberships:

Jan Moline has volunteered to help organize who is on what committee – and who is the chair of each committee. Matt needs updated lists as soon as possible, so we have access to committees and know who is chair and who is on a committee.

Matt will send out a list asking for committee members and chairs of each committee. This will also be done for Participatory Governance Committees. A suggestion was made to please also include the days and times the committee meets.

TRT needs to be defined immediately because they need to begin working soon.

Safety: This needs to be revisited. More faculty members are needed to serve on the committee.

Add Ped/Tech to Standing Committees – Ped/Tech needs to be added as standing committee. Matt asked if it would be useful to have a TRT member serve on Ped/Tech committee since there seems to be an overlap in the committees. Matt asked Shannon Bliss if she thought there needed to be overlap. Shannon stated that they make decisions and then report them to Senate and didn't think there should be an overlap between the two committees since there is a significant difference between the two committees. One is involved with faculty (Ped/Tech) while the other (TRT) is involved with technology and upgrades that apply to the entire college.

Institutional Effectiveness Committee: met for retreat this summer and again this morning. A change that came out of the retreat. There will be no program review coordinator and no program review board. There will be a relatively small committee in the interest of effectiveness. Right now the members include SLO coordinator, CIC coordinator, Academic Senate President, both vice presidents, an administrative assistant, the Institutional Researcher and a student representative. Matt asked if the Senate body thought this was adequate representation of faculty. Someone asked if this would be a committee of College Council. Matt said that was still being discussed. .

Vacancies on Executive Board:

Currently we are in need of a Vice President. Jan Moline volunteered to run for vice president which would leave an opening for Member-at-large. We will need to run an election this semester. The Executive Board is functioning without a past president at this time. Matt suggested we may need to revisit this and have the past president serve only for one year.

II. Information Issues:

None

III. Reports

1. President's Report:

Executive Board would like to have mentors for new faculty. The Vice Presidents think there may not be a need for this. However, Matt stated it is a good to have a mentor outside of one's department. Right now, Chairs serve as mentors.

2. Administrative Report

Star party Sept. 23rd – 5pm bar-b-que and fundraiser.

3. Union Report

CCA is actively seeking a union chair. If you're interested in serving contact Mary O'Neal or Laura Vasquez. There was a lively turnout for the SISC presentation (21 people). Mary stated that faculty will be noticeable presence at the board meeting on Sept 8th. Mediation is scheduled for Sept 12th. Shannon Bliss has stepped up to serve on the grievance committee for this semester.

Mary stated that the issue about capping health benefits has nothing to do with money available – the only connection will be to add money to reserve – We are solvent.

4. Treasurer's Report

Cheryl sent out an email stating that annual dues (\$25) are now due. Matt stated we needed to set the dues amount at the first meeting and asked if \$25 was acceptable. Everyone agreed it was.

\$351 last year ending balance. - \$75 was collected for dues from last year. With dues that have come in so far this year our balance on hand is \$627.94.

5. Curriculum and Instruction Council:

Deadlines are hard and fast – no exceptions. Email has gone out. CIC has scheduled extra meetings to get everything ready for the new catalogue.

6. Equivalency Committee:

Approved part-time faculty member in French. This was an emergency hire already approved by admin.

7. Academic Petitions Committee:

Two dates already set to meet. One member out on medical. Need someone to fill in this semester. Committee will meet the 2nd week in Sept. and 2nd week in Nov. Lucila volunteered for the temporary position. Approved
A permanent replacement is also need in the social sciences division.

Future Meeting Dates

1. Next Executive Council Meeting: September 15
2. Next Senate of the Whole: September 29

IV. Future Agenda Items: none

V. Announcements - none

VI. Adjournment 1:41



**Academic Senate
Meeting Minutes**

Date: 09/29/11

Time: 12:30pm

Location: LRC 604

Type of Meeting: Regular Meeting

Meeting Facilitator: Matt Crow

Call to Order

Matt called to order the regular meeting of the Academic Senate at **12:37pm** on **09/29/11** in **LRC 604**.

Roll Call

The following persons were present: Joe Slovacek, Dennis Jensen (?), Debbi Rundell, Bonita Robison, Cliff Davis, Cheryl Gates, Janis Jamison-Nichols, Yihfen Chen, Matthew Jones, Lisa Darty, Dean Bernsten, Mary O'Neal, Sarah King, Claudia Sellers, Mary O'Neal, Julie Cornett, Christine Swiridoff, Jan Moline, Scott Cameron, Lisa Darty

Guests: Andrea Guerrero, ASCC

Adding Agenda Items: none

Approval of Minutes from Last Meeting – 09/01/11

The 09/01/11 minutes were presented reviewed and feedback collected via electronic and hard copy at the meeting. The Senate accepted 09/01/11 meeting minutes with the addition of Lucila Gonzales-Cirre's name to the Roll Call.

Open Forum: none

Closed Session: none

Unfinished Business: none

New Business

Discussion Issues

- a) Program Review—Matt provided the List of Program Reviews (see attached). Discussion: Mary O'Neal and Cheryl Gates indicated that the Gainful Employment data required for the CTE Program Reviews will not be reported or it will be inaccurate because the current, local data has not been made available.

Matt Crow stated that currently the CIC Chair was named as chair for the Program Review committee along with 4 CIC members to comprise the Program Review Committee. He reiterated that this arrangement will not work. There is no way the CIC Chair can also head the Program Review effort, particularly as there is no provision of re-assign time/appropriate and proper compensation and no support.

Mary O'Neal stated that, clearly, re-assign time is needed, as no one has the time to undertake the demands of shepherding Program Review without it and that no one is

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going to volunteer to do something that demanding and time consuming without the time to get it done.

Action Item: *Matt will look into the possibility of re-assign time for the faculty member serving to Chair the Program Review Committee.*

Discussion Issues

b) Strategic Plan Review—Matt Crow

Discussion

Matt indicated that the Strategic Plan is on the Moodle (Moodle information will be migrating Group with Luminous Portal). Asked that the body review the plan and email Matt any feedback that you have.

Review during the meeting: There was a statement made that signing off on pledges like “Transcend Excellence” seemed wrong as there is no agreed definition of what that means, or how it can be measured.

Mary pointed out that:

Strategic Plan Goal Two: Create a collaborative culture and a positive climate

Objective 2.1 The number of District-wide collaboratives will increase by 3-5 over baseline 2010-2011 by June 30, 2014.

What is a collaborative? How are we defining collaborative?

Assumption that just being a collaborative is a good thing. Evaluation needed of all existing collaboratives including district-wide management of Child Development Center Programs.

Cheryl pointed out

Goal One: Become an exemplary model of Student Success

Objective 1.2 ~~Using 2010-2011 as the baseline year, Student Learning Outcome results at each college will continuously improve year over year.~~ **Increase the percentage of students who, within a one-year period, successfully complete English or Math courses both one level below transfer and at the transfer level.**

Does this mean for those student who have declared a degree as there goal? What about CTE program certificates that may increase the number of enrolled students without increasing the number of students taking English or Math? How is that going to be calculated?

Goal Three: Foster a comprehensive and rich learning environment.

Objective 3.1 ~~Student engagement in and satisfaction with co-curricular activities as measured by the Community College Survey of Student Engagement (CCSSE).~~ **Each College will increase its scores on all benchmarks by 2-3%* as measured by the Community College Survey of Student Engagement (CCSSE) 3% per year as compared to previous results 2011 baseline.**

Are we chasing our tails? Does this mean that we could actually decrease, but if others decreased more, we would rank higher?

Matt asked that Senate members, continue to review the strategic plan and submit feedback within the group, on the old Academic Senate Moodle site or via email to him.

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Discussion Issues

c) Faculty Hires-Matt

Discussion: Previous Senate feedback is a dislike for the Ranking system. Cheryl added that it becomes a popularity contest. She understood that department chairs would include faculty hiring requests and the data supporting the need into unit plans and the hiring decision would be made by Jill from the unit plans.

Mary noted that would no longer include Academic Senate recommendation and guidance in the Faculty Hire process and it was not the process agreed upon by the Senate.

Jan pointed out that ranking allowed determinations to be made when the numbers of new-hires were finally decided. If hires were simply approved or disapproved there is no way of prioritizing (example if we get 4, we hire these 4 positions but if we get 8, what positions would the Senate want to see. If only 4 were approved, then others that were disapproved aren't even considered.

Christine stated that a tiered system of grouping the new-positions were adopted we could possibly prioritize needs without ranking individual requests.

Matt asked if anyone would volunteer to develop such a tiered system. Jan volunteered.

Action Item: Jan will write up a tiered system of prioritizing new-hire recommendations.

Information Issues

a) Professional Development Committee

Information: Matt Hightower has volunteered to chair.

Reports

President's Report-

Administrator's Report-none

Union Report-Mary did make a report (short/one statement) and I missed it.

Treasurer's Report-none

Standing Committees:

Academic Petitions Committee—Jan reported that the Academic Petitions Committee had met and in addition to the student petitions which were reviewed and approved or denied in closed session, the Committee was asking that the Academic Senate approve the following changes:

a.) to the Academic Senate By-Laws

5.4. Academic Petitions Committee

5.4.1. Membership

5.4.1.1. Members of the Academic Petitions Committee shall include a representative from Admissions and Records as well as full-time faculty representatives, selected each spring, from the following areas: 1) English; 2) Social Sciences, Humanities, Visual and Performing Arts; 3) Mathematics and Science; 4) Health and Physical Education; 5) Business, Computer Science, and Media

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Arts; 6) Public Service, Child Development, and Industrial Arts; 7) Primary assignment at a non-IWV site; 8) and Counseling.

5.4.1.2. At the beginning of the academic year, the committee shall elect one of its members to serve as the committee chair.

[Retrieved from "Standing Rules of the Academic Senate of Cerro Coso Community College (Rev. 3 February 2011)]

- 1.) Committee recommends modify 5.4.1.2 to read "At the end of the academic year, the committee shall elect one of its members to serve as the committee chair for the following year."
 - a.) I believe this serves to better ensure that the chair has been elected and approved by the Academic Senate well in advance.
 - b.) I believe this serves to better ensure that the chair can take the lead early to reserve rooms for meetings and process the necessary paperwork for the first meeting of the academic year.
- 2.) Committee recommends adding a 5.4.1.3 to read "At the end of the academic year, the committee shall elect one of its members to serve as the committee secretary for the following year."
 - a.) I believe this new position will serve the committee in tracking the petitions submitted from submission through posting, by providing the committee with accurate notes of meeting discussion and outcomes for each petition.
 - b.) In addition to meeting minutes the secretary would work with the chair in maintaining a tracking spreadsheet so the committee can ensure each petition is submitted appropriately to counseling, the committee and then to A&R.

b.) to the wording in the Catalog:

Academic Renewal

A maximum of 20 units of substandard grades ("D" and "F" and "NP" grades) previously recorded which are not reflective of a student's present demonstrated ability may be disregarded for the purpose of determining the a satisfactory grade point average. This may be accomplished under the following conditions:

1. At least five years have elapsed since the course work to be disregarded was completed.
2. ~~The student must have successfully completed with a grade point average of 2.0 or higher at least 12 units of work at any regionally accredited institution subsequent to the last substandard grade received. Following the most recent grade to be disregarded a student must have:~~
 - a.) completed a minimum of 12 units with a minimum of a 2.0 GPA at any regionally accredited institution
 - b.) where more than 12 units have been completed the students cumulative GPA (not including the grades to be disregarded) must be a minimum of a 2.0 GPA
3. The student must complete a petition for Academic Renewal with the assistance of a Cerro Coso Community College counselor for submittal to the Academic Petitions Review Committee. The petition must certify in writing all of the following:
 - a. That the past course work he/shethey wishes to have disregarded is substandard and not representative of present scholastic ability and level of performance.

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b. That the level of performance represented by the substandard course work was due to extenuating circumstances.

If approved, the substandard work will be disregarded in the computation of the grade point average and an annotation made on the permanent record. The permanent academic record shall remain a true and complete academic history and the coursework disregarded under this policy will remain on the permanent record. Students should be aware that all course work is subject to reevaluation by each subsequent college attended.

Academic renewal may not be used to raise the GPA in order to qualify for graduation with honors.

Academic renewal may not be applied to courses which have been used to meet graduation, certificate, and certification requirements.

If the substandard course work has been taken at another college, the student should make every effort to determine whether that college has an academic renewal ("forgiveness") policy covering substandard course work.

Also that the Academic Senate approves the following addition to the catalog:

The proposed changes regarding Academic Exception are to **add** wording to the catalog outlining the process by which students may address completing certificates or degrees where one or more required classes have not been offered for an extended time and that requirement cannot be fulfilled by the student prior to their expected graduation date (provided that date is two years or greater from their start date). Students may request the requirement be waived or that a related course of equal rigor be substituted for the requirement listed in the catalog.

Academic Exceptions Policy-is a process by which a student may request exceptions to the stated requirements for a Cerro Coso degree or certificate. The petitioning student bears the primary responsibility for initiating this process and ensuring that all necessary documentation and required signatures are provided.

NOTE: All students are advised that any exceptions allowed by Cerro Coso Community College are subject to review and re-evaluation (including denial) by any other college or university to which they may later transfer.

Exceptions may be requested under (but not limited to) the following conditions:

- a) A single course required for the major/certificate has not been offered in a timely manner such that the student cannot complete their degree when the student has otherwise met all requirements for the certificate or degree.
- b) A course taken elsewhere does not directly articulate for credit toward the certificate or degree but is related and of equal rigor and may be suitably substituted.

Students must have completed a minimum of 12 units at Cerro Coso, and have a cumulative GPA of 2.0 or better.

Petitions may be obtained in Counseling.

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Jan asked for guidance from the Senate regarding the process used and reason for Academic Exceptions Petitions being submitted to the committee. The Petition requires Department Chair approval. The committee will not usually override the approval or disapproval of the Chair, but reviews the petitions so that patterns of increased need to use exceptions as a means to complete degrees where classes are not being offered can be brought to the attention of the Senate.

Members present concurred that this was their understanding and did want to the committee to continue reviewing the petitions and reporting trends back to Academic Senate.

Members present also agreed that the changes to the standing rules would allow the committee to function more smoothly. Changes were approved.

Changes to the catalog will go the Senate in these minutes for a vote to approve/disapprove at the next meeting.

Calendar Committee—

CIC—

Executive Council—(See President's Report)

Honors—

Program Review—

Future Meeting Dates

- a) Next Meeting: 10/13/11
- b) Schedule: 10/27/11, 11/17/11, 12/8/11.

Future Agenda Items and Review of Action Items of Current Meeting

Adjournment

The meeting adjourned at (TIME).

Recorded by:

Meeting Minutes Approved:

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Academic Senate Meeting Minutes

Date 27 October 2011

Time: 12:30 p.m.

Location: LRC 604, MESCC 206, BESCC 122, KRV 2

Type of Meeting: Academic Senate Regular Meeting

Meeting Facilitator: Matt Crow, Academic Senate President

I. Call to Order Matt called to order the regular meeting of the Academic Senate at 12:34 on Thursday 27 October 2011 in LRC 604.

II. Open Forum: None

III. Roll Call: Suzi Ama, Vivian Baker, Dean Bernsten, Scott Cameron, Julie Cornet, Matt Crow, Lisa Darty, Cliff Davis, Cheryl Gates, Pam Godfrey, Lucila Gonzalez-Cirle, Annette Hodgins, Dennis Jensen, Sarah King, Jan Moline, Karen O'Connor, Mary O'Neal, Mary Peoples, Bonita Robison, Deborah Rundell, Claudia Sellers, Christine Swiridoff, Laura Vasquez

Administrators Present: Valerie Karns

IV. Adding Agenda Items: none

V. Approval of Minutes from last Meeting 17 March: approved

VI. Closed Session: none

VII. Discussion Items:

Suzie Ama stated that a **new Assessment committee** is forming. Anyone interested should contact Suzie. The official mission will be determined by the group, but the general objectives include:

1. Identify college-wide trends in assessment outcomes for the purposes of reporting to Cerro Coso's Institutional Effectiveness Committee and generating annual assessment reports for the ACCJC. This will help inform planning and the development of College goals.
2. Keeping the College on track to meet Proficiency for Student Learning Outcome Assessment by Fall 2012, and Sustainable Continuous Quality Improvement thereafter.
3. Transferring a knowledge base from one individual to many.
4. Expand assessment training, mentoring, and resources.

Estimated time commitment: Fall 2011: 2 meetings of 2 hours each before the end of the semester. Spring 2012: Meetings of 2 hours each, twice a month early in the semester to get us on track for Accreditation. Meetings of 2 hours each, once a month, thereafter.

Faculty Hiring Process:

Originally scheduled meeting for Nov 1nd – but anyone attending outside IWV would have to attend iTV. Matt asked if we could attend Wed. Nov 2nd or Thurs Nov. 3rd. He asked if we could meet from 11:30 -2:00. Consensus: Meet 11:30-2:00, Thurs Nov. 3rd for the purpose of discussing faculty hiring process.

Matt asked what a ballot would look like if we moved toward a prioritization that unit plans are using. What are the criteria for prioritizing new faculty hires? He presented a draft for prioritization requests (attached). Jan Moline state the was to streamline prioritization based on the idea of high, medium, and low priorities. The Senate would then rank priorities after voting. Matt stated the advantage is the ability to rank as a group, rather than by individual person/department.

Mary O’Neal asked if every requested faculty position would be listed – faculty would each rank high, medium, low.

One question addressed how it would be brought forward to Senate since we no longer need to submit a separate form for hiring new faculty – it is addressed in the unit plan

The Consensus – bring appropriate portion of unit plan to the next meeting. The Senate will rank them 1-3 after they are presented. Next meeting Thurs Nov 3rd. Reminder: voting limited to full-time members only.

Committee Membership:

We still need someone to volunteer for the Safety committee – meetings will be on Mondays.

Budget Committee Report:

Mary O’Neal added a review of Cerro Coso budget committee. The committee is comprised of faculty and staff. According to AB1725 the Academic Senate has authority/responsibility to establish the budget process (not the budget itself); however, the last time CC Academic Senate was involved in the process was 2002. The process needs to be revised.

Matt asked if the Senate would like an ad hoc committee for this. Mary would like 3 people to look at the process. Matt stated that it should be someone who is familiar with the old and new process. Mary O’Neal, Annette Hodgins, and Claudia Sellers volunteered to be on the ad hoc committee. Mary will chair the ad hoc. Others members of the budget committee will be invited.

VIII. Information Issues:**IX. Reports****1. President’s Report**

District Consultation Council meet on Thurs.

1. The **FAN** has been released (The number of full time faculty an institution must employ). The FAN is determined by FTES over the year before. Bottom line of handout (attached) – these are FAN numbers of full-time faculty we need to employ. We were anticipating a FAN of 404.80 Nov 2009 373.60 current full-time faculty. It will actually be 377.80

Mary stated this is only true if our budget is cut. This means we should be able to hire 5 full time faculty in the district. Cerro Coso could be looking at 2 new hires at regardless of the FAN. Cerro Coso lags behind the rest of the district in full-time faculty.

Claudia stated that we cancelled classes, lowered our FTES, put more money in reserve, and now can't hire full-time faculty because we lowered our FAN since cutting class sections means hiring less faculty.

Some stated that this contradicts President Board's statement of optimism.

Matt said this is a good time to hire since the FAN is frozen. If we go back to fully funded FTES then we'll have to deal with the larger number. The FAN is the floor – we could hire more than that.

Calendar:

Matt received a draft calendar from the district. This is an outline with the official state holidays. The Calendar committee needs to meet and submit a calendar for Cerro Coso. The draft is available on the new Academic Senate Group.

Claudia asked why we have no Columbus Day holiday. Matt stated it is not a required holiday for the State. It is the right of this college to put forward a holiday that works for this college. The likelihood of prevailing is slim (Mary O) but it is the right of this Senate to propose the holiday.

Matt will send out a survey for faculty to survey students. Cerro Coso matches their spring break to Sierra Sands. Since Sierra Sands is off the entire week for Thanksgiving, if we closed the week of Thanksgiving, we would need to begin the semester a week earlier.

Matt stated that we could make suggestions, but the district requests a common start date.

Items from Consultation Council regarding changes to board policy. (Attached to agenda). No time to go through this now – faculty: please look at this – has to do with change in procedure with Matriculation. The board needs our permission to make changes. Also amend district policy for adjunct appointments. Outside of session, look this over, and send Matt your feedback so when we meet again we can vote and make changes.

Mary would like Counseling to look closely at the proposed changes for Matriculation changes give Senate some advice on this.

Another important point to consider is the concept of a new drop/withdraw date policy. There is a letter from Chancellor's office attached to agenda as well as the funding aspect.

Funding would also be shifted with drop dates. Between census and drop dates. The state has decided they will only fund students who receive grades. Now we're funded for students who drop between census and 30% date. State will no longer fund students who drop between census and 30% date (proposed).

Census is used for our success rate. The proposal is to remove the 30% drop date. The date is beneficial for financial aid students so they don't have to pay back money. (See letter from Chancellor).

Matt showed what FTES without DR Grades would look like (attached to agenda). 2010-11 would be a shortfall of 2 million dollars (although Sean James ran some different scenarios). If we change the policy – the change has to come from the Academic Senate. This is an information item only at this time.

Administration report: none

2. Union Report

We have a TA –it is not everything we wanted it to be, but we will have a meeting next Thurs. to talk about different changes. Mary will send out a PowerPoint with information on the agreement. If you have any questions, ask Mary. Union still needs for College Chair for CC next year, so please think about serving.

3. Treasurer's Report

We still have people who haven't paid – approximately 24 people who haven't paid. Balance on hand: \$946.

4. Curriculum and Instruction Council:

Doesn't have back-to-back meetings. Next meeting Nov 4 – Curricunet is reporting better although there are still some issues that need to be resolved.

Program review committee: This is not a committee yet, but there is a program review template. We can consider this a first reading – it's on the Academic Senate group site. Please give Matt your input/feedback.

Petitions Committee – will be rescheduling meeting

Honors Committee – please support by buying See's candy. Deadline, Nov. 10th.

Basic Skills Committee: Basic skills is adding soft skills (study skills, time management, and self-efficacy) to the CORs of all basic skills classes. We will be having a workshop on Friday, December 9th with a follow-up on January 6th. The workshop will provide suggestions and examples of how to incorporate soft skills into the classroom as ongoing instruction rather than a one-shot deal. Everyone is welcome. Anyone teaching basic skills classes in the spring will be required to attend. Basic Skills will be paying for adjuncts to attend.

Laura is working with Heather to buy SARS ACUTRAK so we can track students' progress in the basic skills lab. This will help in collecting usable data. Basic skills instructors will be receiving information on how they can utilize the student success lab to best help their students.

Basic skills will be hiring tutors/lab aids especially for the lab. If you have a name of a student who would be a good tutor, please pass the name on to Laura or Bonita.

Our SI program began small (2 classes), but instructors are seeing improvement in students using the SI sessions. If interested in having an SI next semester, talk to Laura.

Accreditation will produce the description of assessment Oct. 31st. – it will go out to various people to see if that is what we actually do – then will be vetted through various groups.

X. Announcements:

Preview day Nov 10th. We will have the high school students on campus. Anyone who will be participating has already been in communication with Karee, but be sure to check in with Karee to find out about set-up.

Dread data and where all of that is going. Concept of reducing load and responsibility was discussed. Whatever works best for the college could be negotiated. There was a major flaw in all three scenarios – too much of an increased load. Some interesting things came out of the meeting and people were thinking outside the box. There were questions about why the plan was coming forward – other than to save money. That questions was not fully answered.

Future Meeting Dates: Thurs. Nov. 3rd. at 11:30 to review new hire recommendations

XI. Adjournment: 1:48

Academic Senate Meeting Minutes

Thursday, November 03, 2011

11:30 AM

Cerro Coso College Academic Senate Meeting Minutes

Date: 11/03/11

Time: 11:30 am

Location: IWV 604, MESCC 206, BESCC 122, KRV 2

Type of Meeting: Special Meeting Convened to Consider New Faculty Hire Recommendations and Union Update on TA

Meeting Facilitator: Jan Moline

Call to Order

Jan Moline called to order the regular meeting of the Academic Senate at **11:49 am** on **11/03/11** in **LRC 604**.

Roll Call

The following persons were present: See attached sign in sheet.

Guests:

Jill Board, President Cerro Coso Community College

Added Agenda Items:

Academic Petitions Committee meets 11/07/11 at 8:00am LRC 733 and via CCC Confer. According to Standing Rules we need additional members to volunteer from the following areas: 1.) English, 2.) Business-Computer Science-Media Arts, 3.) Public Service-Child Development-Industrial Arts, 4.) Primary Assignment Not IWV (unless a volunteer from 1-3 has a primary assignment not IWV).

Information 11:40am-1:10pm

- a. Topic— Faculty Hire Requests
- b. Presenter Cliff Davis English 10 Min.
 - a. See attached justification
 - b. Comments:

English has lost three full time faculty, Corey Marvin, Norm Stephens, Chris Dohen

Department is down to 70% of staffing. Not offering as many sections needed for basic skills, graduation and transfer. Increasing need (Increase in level from English C070 to English C101 for graduation, increase in enrollment, high basic skills need) Decreasing number of sections, while still relying more heavily on adjunct faculty. Literature used to be offered F2F on campus (IWV) every year, now once every 3rd year.

Jill Board requested that she be provided with waitlist information that was split out to show Online versus F2F.
- c. Presenter Julie Cornett - Library 10 Min.
 - a. See attached justification
 - b. Comments:

Julie emphasized that Title V recommends for schools of approximately 3,000 FTE that 3 Full time librarians are needed. We have 1. We rely on adjunct support at the sites. Online services need to be enhanced and librarian services embedded into many online classes to improve retention and success. Julie envisions a librarian at ESCC that would also have part of load for Online services.

Cliff asked about Julie's workload currently as the only full time faculty for library services it is up to Julie to do AUPs, Program Reviews and evaluations in addition to filling in gaps in services when adjunct are not present. Christine Swiridoff emphasized that Accreditation requires *equitable* services at all sites. Mary Peoples emphasized that the librarians also act as resources for faculty at IWV and the sites and when the

sites are staffed by adjunct those librarians do not have the same hours of availability.

d. Presenter Mike Metcalf - EMTC 10 Min.

a. See attached justification

b. Comments:

Advisory Boards are asking for increased programs. Legal requirements for the courses have increased the number of hours required for the course which has effect on load.

Current full time instructor will not be able to teach as many courses and is will teach fewer EMTC courses in Spring in order to teach OSHA class required for several programs. EMTC degree (the third in CA) is going to CIC to be ready for next Fall and will grow demand.

e. Presenter Loren Sandvik - Art 10 Min.

a. See attached justification

b. Comments:

Instructor request will allow for more equitable service at ESCC. It would also allow for better instructional coverage for new AA-T Art. New AA-T (transfer degrees required by SB 1440) would generate student enrollment growth at ESCC as Art is already an interest, but to obtain the degree students would also need transfer level general education requirements.

f. Presenter Cheryl Gates - Vocational Nursing/Health Careers 10 Min.

a. See attached justification

b. Comments:

Julie Cornett asked what the two faculty positions would be. Cheryl stated one would be a full time position that would teach across all Health Careers courses, Nursing, Medical Assisting, Certified Nursing Assistant (CAN) and Home Health Aid (HHA). The other would be a full time faculty position that

would have part of load teaching Nursing courses (may require travel depending on site needs) and Simulation (Sim) Lab supervision and coordination of Clinic use of Sim Labs. Mary O'Neal asked what grants were currently funding. Cheryl explained that at ESCC, the hospitals are paying for two faculty that conduct the Clinical courses (Clinical Courses are legal mandated to full load). Adjunct coverage of clinicals would require that students do their clinicals with two different instructors during the same time frame (unlike courses that could be taught sequentially and taught by two different instructors) and that grant money would cover the clinical instruction at KRV for a year and she is negotiating with the hospital to cover the clinical instruction in the same way its being covered in ESCC. The state allows that up to 25% of the clinical requirement can be met with Simulation and a certain level of simulation is required by the students in order to gain experience with medical needs that may not be seen as frequently in such rural settings. Jill reiterated that we currently do have the Sim labs all ready.

g. Presenter Karee Hamilton - Counseling 10 Min.

a. See attached justification

b. Comments:

Current need stems from increased number of student contacts and that if the Educational Administrator position remains and is filled by Paula Suarez; we are down one (1) Counselor again after the last hire brought us up one (1) after losing three (3). Jan Moline emphasized that in addition to the increase in unduplicated head count which requires additional time, changes in state and federal regulations increase the amount of time counselors need to spend with each student. That additionally it is anticipated that work load will increase as the state requires all students to obtain a long term educational plan based on success and retention data presented by the Student Success Task Force.

h. Presenter James O'Connor Industrial Arts 10 Min.

a. See attached justification

b. Comments:

Currently need an instructor with generalist skills that can teach Drafting, Digital Media (AutoCAD/Design), Machine Tool, Welding, and/or Electronics Technology. Mary O'Neal asked about the alternative energy degrees, and suggested that it would be better to get those degrees up and running and producing greater numbers of completers. Jan Moline explained that currently the AS Industrial Technology and AA Trades Practices both required course from the areas Jim had listed and that the addition of those classes to the specialized Wind and Solar RET classes would have an impact on those current degrees.

i. Presenter Karen O'Connor Business/Business Office Technology/Computer Information Systems 10 Min.

a. Didn't have data tables from AUP and Program Review to present at this time. Emphasized that she was having difficulty addressing the entire issue due to stress.

b. Comments:

Department includes 8 different degree programs, 70 adjunct faculty, and three full time faculty, one of whom is on full medical leave for indeterminate time. 72 graduates/certificate completers last year. Last year completed 3 program reviews, have 2 to do this year, AUP and CIC efforts to keep curriculum updated and current in areas that changes rapidly. Karen indicated she was completely overwhelmed, still teaching and meeting the Chair requirements in a Department with that much going on and that few fulltime faculty. Emphasized she need help.

j. Presenter Administration of Justice Steve Busby unable to attend due to illness. Mary O'Neal step up in his stead 10 Min.

a. See attached justification (not available at this time)

b. Comments:

Steve has been teaching POST academies and Administration of Justice (ADMJ) classes for 20 years, has multiple adjunct but no full time faculty. Reporting requirements and Outline or Record requirements are massive and mandated by law. All reporting and curriculum requirements fall to Steve. Claudia Selle+9999999999999999rs asked "Which CTE program produced the highest numbers (FTES, completion)? Mary answered (thanks for the prompt) it is in fact ADMJ. Christine commented that Mary and Claudia stepping in to advocate on Steve's behalf spoke volumes about the faculty and "atmosphere" at Cerro Coso.

Action Item: Item 1 1:20pm-1:30pm

VOTE: Please remember only full-time faculty members are eligible to vote. Adjunct faculty are represented by the chairs of their department. Please rank the priority of each position (all positions may have the same rank). The ballots will be tallied and the Prioritized Recommendations will be the Academic Senate Recommendation for Hiring .

Ballots were collected and Mary Peoples and Pam Godfrey tallied the results. Mary recorded the raw scores on the board and Shannon suggested that rather than grouping the results by frequency (mode) that by dividing the raw score (tally of 1s, 2s, and 3s received for each position) by the number of ballots would give an average rank of 1, 2 or 3 (mean) that was more accurate. This was done for each position resulting in no position being ranked 3 (not important) and the following positions ranked 2 (important but critical at this time):

Art, Counseling, EMTC, Industrial Arts, Library

the following positions were ranked 1 (highest importance, critical)

Administration of Justice, Business/Computer Science, English, Health Careers.

It is the Academic Senate's recommendation that every attempt be made to hire all the requested positions, but as it may be unlikely that many positions will be available to Cerro Coso, that the four positions ranked as priority one (1) be considered as critical to Cerro Coso's ability to carry out its mission, contribute to the Districts' Strategic Plan and serve our students and communities.

Information Issues 1:30pm-2:00pm

- a. Topic—Tentative Agreement(TA)/CCA Contract
(Presenter)Mary O'Neal
Information

Mary O'Neal addressed questions and concerns regarding the TA. Her first statement was to show the Senate that the TA had been signed by the lawyer, Abe Ali and the members of the CCA negotiating team. She shared that she was doing that because she had been contacted by the lawyer who was attempting to make changes to the TA after the fact.

Shannon Bliss asked if the TA included a cap on benefits.

Mary admitted that it did but that it was extremely unlikely that the cap would be reached. Mary explained there were some changes to reduce cost. Namely, that emergency room visits that did not result in hospitalization would now require a \$50 payment by the insured, visits to acupuncturists, chiropractors and physical therapists would be limited to 26 per year without prior approval (pre-approval by SISC) and that from this point forward a "Step Drug Therapy" plan would be effective. The Step Therapy means that for any new drug treatment the

patient must start with the least expensive (generic) option. If that does not work then the doctor may move the patient to more expensive (brand name options). However, if the doctor requires the non-generic option from the beginning they may write a letter to SISC justifying their request, resulting in no penalty to the insured.

Mary explained the "cap" result from limits to the amount paid by the district for SISC coverage which is currently \$1140/employee/month, the annual increase to that amount would now be the lesser of:

1.) SISC recommended payment

OR

2.) the higher of

a.) The higher of CPI-W (ask Mary regarding this calculation)

OR

b.) State funded COLA (last year 0)

Future Meeting Dates

- a. Executive Council Meetings: ~~25 August, 15 September, 4 October, 20 October, 8 November~~, 1 December, 19 January, 2 February, 23 February, 15 March, 5 April, 26 April, 17 May.
- b. Senate of the Whole: ~~4 September, 29 September, 13 October, 27 October~~, 17 November, 8 December, 26 January, 16 February, 1 March, 29 March, 19 April, 10 May.

Adjournment

The meeting adjourned at (TIME). 1:50pm

Recorded by: Jan Moline

Meeting Minutes Approved:

Academic Senate Meeting Minutes

Date 17 November 2011

Time: 12:30 p.m.

Location: LRC 604, MESCC 206, BESCC 122, KRV 2

Type of Meeting: Academic Senate Regular Meeting

Meeting Facilitator: Matt Crow, Academic Senate President

I. Call to Order Matt called to order the regular meeting of the Academic Senate at 12:38 on Thursday 17 November 2011 in LRC 604.

II. Open Forum: None

III. Roll Call: Dean Bernsten, Shannon Bliss, Scott Cameron, Yifen Chen, Julie Cornet, Matt Crow, Cliff Davis, Pam Godfrey, Matthew Jones, Jan Moline, Karen O'Connor, Mary O'Neal, Bonita Robison, Penny Talley, Laura Vasquez
Administrators Present: Valerie Karnes

IV. Adding Agenda Items: none

IV. Approval of October 27 and Nov 3 Minutes : approved with noted corrections

V. Closed Session: none

VI. Discussion Items:

a. Moving drop date from 30% date to 20% date

Recommendation to change 4C4A board policy from 30% to 20%.

Justification: a change in funding. For the district, using this year's numbers would result in a \$6 million loss. Students who withdraw between the 20%-60% date will receive a W.

Discussion:

Jan Moline stated this would cut down the time students have to drop a class. She asked if students would have any concrete or substantive feedback in their class by the 20% date. Students can only take a class 3 times and a W counts as one of those times. A greater concern was when the proposal was for the 10% date rather than 20%

Karen O'Connor said she understands Jan's point but stated that we're trying to create a culture of success and completion. Students who are not prepared will need to think about what they want to do earlier in the semester.

Jan said the greater concern is with basic skills students and classes they are required to take but traditionally struggle with. Counselors need to make it clear to students that if they need to drop a class they need to do it before 20% date so they can repeat the class without penalty.

Cliff Davis said that faculty are increasingly held accountable for the success as our students. Students need to be held accountable for their own work/success. Moving the date to 20% seems like good way to do this.

Jan said she thinks we cannot afford not to do this even though it will be a big change for students.

Bonita asked if this means moving the date for early alert. Jan stated that early alert is available from the first day of class even though reminders are sent out at a specific time. Jan will check on the date for early alert.

Mary O’Neal stated that if the census date is 10% then the date should be moved to 10%, not 20% since this is what we get paid for.

Vote – all in favor 9
Opposed: 3
Resolution passes

b. Program Review Template (attached to agenda)

Mary: part 5 (future needs and plans) has 3 and 6 year goals. She requested it be changed to a 2 and 6 year or 2, 4, and 6 year that would match what we already do in CTE

Matt asked if there was a consensus to have a 2 and 6 years to match with CTE. There was a consensus.

Shannon said there is a problem with “current program strengths” in “future needs and plans” –

Matt said this functions like an accreditation document – it’s just a summary, so it does seem redundant here.

Part 6 – Shannon stated that we don’t usually do anything by sections. She was also surprised that SLOs are here but not PLOs. Supporting documentation for PLOs should be on this checklist. Matt said he would bring it back to the committee to have them added to the checklist. .

Matt said he would take this back to IEC to review/address Senate concerns. If anyone has further concerns contact Matt. He will bring back to IEC for clarification and amendment.

VII. Information Issues:

Reports

- a) President’s Report: Report from State Plenary Session
There were 90 resolutions - more than they have ever done. Key concerns came up about student success task force resolutions. He asked Senate to review them, especially any area that is relevant to your courses/programs.

Mary said that because of strong advocacy groups the recommendation to lump together categorical is now off the table. Many individual advocate groups have been complaining about this.

b) Administrative Report: none

c) Union Report

Tentative agreement is not signed and completed. In thinking through what they had signed, the attorney and union asked if the union would be okay with not changing the chiropractic, so the only change is that there will be a \$50 out payment charge if you go to the hospital and are not admitted. This means we will reach our cap sooner. Watch for a ratification vote, but it may not happen this semester. It is the attorney who is holding this up, not CCA

d) Treasurer's Report: none other than if you haven't paid your dues, please do so.

e) Budget Development Committee:

The committee met and reviewed the part of accreditation finance, new hires, specifically how many new hires we can reasonable sustain with the current economy of the college. There was an agreement to hire 4 new faculty (all replacements). There was an agreement that a 10% for college reserve was acceptable. Cerro Coso Senate recommendation may not be what President Board moves forward – which is her purview. The number is still up in the air. Jill Board will meet with the Chancellor to discuss how many we can actually hire. There is no clear number from the district yet.

f) Curriculum and Instruction Council:

Meeting tomorrow. Currently there are 96 proposals on the agenda.

g) Academic Petitions Committee:

Met on the 7th – reviewed 4 petitions, 4 for exceptions and 4 for academic renewal – 1 declined, 1 approved

Classes not being offered that students need for their program, so the only way to get through is to petition for exception. It should be more specific since this is not the only way a student can complete a program.

Recommendation: take a look again at this question and bring it forward. There has been an increase in petitions for exceptions in courses for general education which committee will not approve. There is a way students can test out of course (ICC0775) –Library Research course. In the past, English general ed requirement was English 70. ICC775 was to give students what they needed. Now students need English 101 to graduate/transfer. Student who placed into English 101 did not have to take ICC0775 in the past, but that has changed.

Cliff stated that even though students place into 101 doesn't mean they understand research and databases.

Discussion: It would be a good idea to have IC775 as a co-requisite to English 070 and/or 101 so students take it when it's appropriate and helpful rather than waiting until they have completed their classes.

Classes with prerequisites are now happening.

h) Calendar Committee:
Changed to meet Sierra Sands schedule, adding Columbus Day and the week of Thanksgiving. Spring break is tentative. – Any questions, send to Matt and Laura

i) Professional Development committee:

This is a committee again. Number of regulations from the state the committee needs to review to be sure they are being met. Bonita Robison and Shelley Crabtree are co-chairing the committee.

The committee will be looking at a number of professional development possibilities and sending a suggestion list of flex/professional development activities. There will be a separate professional development/flex contract in the spring.

If you have input on anything you would like to see on the list, get the suggestions to Bonita and/or Shelley.

In 10+1 this is faculty/professional development, so it's broad enough to cover classified and faculty professional development

j) Pedagogy and Technology Committee:
Concept being discussed is that an online course needs to have a syllabus and some form of grade book (or indication of grades), and discussions in Moodle. There is some concern that these are not all required for an on site class. The committee will be discussion this further.

k) Basic Skills Committee: There is a faculty workshop on Dec 9th for all faculty who will be teaching a basic skills class in the Spring. The focus will be on the addition of soft skills (learning/self-efficacy skills) to the CORs and how to incorporate those into classroom instruction on an ongoing basis throughout the semester.

Future Meeting Dates

Executive Council Meetings: ~~25 August, 15 September, 4 October, 20 October, 8 November,~~ 1 December, 19 January, 2 February, 23 February, 15 March, 5 April, 26 April, 17 May.

Senate of the Whole: ~~1 September, 29 September, 13 October, 27 October,~~ 17 November, 8 December, 26 January, 16 February, 1 March, 29 March, 19 April, 10 May.

VIII. Announcements: Matt stated that there is a proposal to begin looking at a representative Senate with elected members rather than senate as a whole. Senate presidents are looking at the possibility of a District wide Senate as well.

IX. Adjournment: 1:45

Academic Senate Meeting Minutes

Date 8 December 2011

Time: 12:30 p.m.

Location: LRC 604, MESCC 206, BESCC 122, KRV 2

Type of Meeting: Academic Senate Regular Meeting

Meeting Facilitator: Matt Crow, Academic Senate President

I. Call to Order Matt called to order the regular meeting of the Academic Senate at 12:38 on Thursday 8 December 2011 in LRC 604.

II. Open Forum: None

III. Roll Call: Vivian Baker, Shannon Bliss, Yifen Chen, Julie Cornet, Matt Crow, Lisa Darty, Cheryl Gates, Lucila Gonzalez-Cirle, Annette Hodgins, Jan Moline, James O'Connor, Mary O'Neal, Bonita Robison, Christine Swiridoff, Penny Talley, Laura Vasquez

Administrators Present: Corey Marvin, Heather Ostash

IV. Adding Agenda Items: none

V. Approval of Nov 8 minutes pending.

VI. Closed Session: none

VII. Discussion Items:

a) Program Review Template

This went through a first reading at the last meeting and was sent back for further review and changes. Although changes were made, Shannon Bliss is still concerned about part 6. We don't do section level changes, but this is still asking for section level data.

There is also a union concern that with a small college and faculty, an individual faculty member can be identified here. We do not want these used as part of individual faculty evaluation and reviews. It would be better to sort out by mode of delivery than by unit sections.

Corey stated that this part of the document asking for section level data is much more detailed than annual unit plan. Section level data is useful for looking at online vs. onsite section (this is just one example)

Corey also stated that evaluations cannot be based on program reviews – evaluations are safeguarded by the contract – Vice President of affairs stated that the contract will be adhered to

Matt reminded everyone that this is a process and not a finished product.

Program review – approved

Karen asked about the process and timeline for the program review process. Matt said the timeline has not yet been determined. It will go to chairs for input first before it comes back to Senate. There is an existing process on the Intranet but it is out of date. The Senate gets to decide on the process.

Adjunct Employment: Proposed changes for adjunct hiring process – The proposal will make it a district responsibility to be sure these pools are established and filled, so it will no longer be the responsibility of department chairs.

From the Chairs meeting: the questions was raised as to why the district is adding to the process – if it's not broken, why fix it? And why are their three people needed for the committee (Administrator, chair, and faculty member)?

If the purpose is to argue for rehiring rights, then the hiring process needs to mirror full-time hiring process.

This is not even for hiring to teach, but hiring for the adjunct pool.

Heather stated the purpose was to align this with title 5; however, part of the problem is that it still doesn't meet title 5. There is language in title 5 about how to hire adjuncts – (in theory), but this particular proposal doesn't specifically align with title 5.

Jill will bring this to District Consultation Council – administration and chairs do not support the change as written

Senate recommendation is that we do not approve it as written. – **vote for approval: not approved**

Anticipate an administration revision in January

Matriculation: - first reading only

Currently students receive priority registration if they meet first 3 components of matriculation process.

This proposal would align and incentivize priority registration. The changes are intended to better shape students continuing progress and success.

Priority to honor students will continue

No priority to athletes

students with less than 100 units will be given priority (excluding students with term 2 or disqualified status)

Priority for service area graduating seniors

Previously no new students received priority – now new students moving through process and ready to become new student will get priority for going through matriculation process

There are tiers to open registration – (priority in open registration) – we need to know what that process is – based on when students apply, # units below 100

Heather will be taking this back to VPs

Basic skills is crossed off because it's doesn't fit into this aspect of matriculation.

Specific changes: This is spreading out the priority – modified all groups which are legislated and specifically defined groups that will get priority. It is an opportunity for new students to get priority, reduction of priority for students with #100 more units

Biggest change – adding registration priority for educational plans for continuing priority

b) Proposed Calendar

Presented last meeting – with a full week off for Thanksgiving

Shannon asked when the summer 2013 term ends because as a senate we decided there had to be two weeks at end of summer before beginning of fall.

BC and PC – proposed that start date will be Aug 26th.

Corey – if we take the full week for Thanksgiving we turned wish classes into dish classes which won't work. This proposed calendar presents a big problem.

Discussion: change the start date to Aug. 26 (only take the two required days at Thanksgiving). End on Dec 13. Referred back to Calendar committee.

CCA will provide the approved 2012-13 calendar committee

VIII. Reports

a) President's Report:

Matt received Jill Board's recommendation for Academic Senate hiring – The present recommendation is to replace nursing and English vacancies and hire new faculty in business. An offer just went out to hire a full time faculty in computer science –If there are additional vacancies then the president will continue with our recommendations. Jill said her door is open to discuss the process

Humanities chair becomes vacant this term. There is no in humanities faculty willing to be chair. An administrator will be appointed as chair for 45 days. CCA agreed to extend this to then end of Spring semester.

b) Administrative Report

Corey: spring registration 129.8 FTE (75% - slightly ahead of last year)

Recommendations for additional sections being sent to chairs – 10-15 positions – Chairs are being asked to consider whether there is room for additional sections. First priority will be for classes that have already closed and have waitlisted students.

Mary – doesn't agree that we have room to add sections. We said we would not add classes.

Shannon asked if would make more sense to add these classes to the summer term. Corey – part of conversation is whether we will move district summer FTE backward (rather than forward). At the moment there is no workload reduction so we will still run what we did last summer.

Heather: the catalog is moving forward – Porterville’s will implement in spring, ours will probably be up in fall.

- c) Union Report – ratification vote concluded yesterday.
- d) Treasurer’s Report: Senate paid \$200 for holiday party; balance on hand: \$990. More money came in from dues, but there are still 18 people who haven’t paid.

Future Meeting Dates

- b) Executive Council Meetings: ~~25 August, 15 September, 4 October, 20 October, 8 November, 4 December~~, 19 January, 2 February, 23 February, 15 March, 5 April, 26 April, 17 May.
- c) Senate of the Whole: ~~1 September, 29 September, 13 October, 27 October, 17 November~~, 8 December, 26 January, 16 February, 1 March, 29 March, 19 April, 10 May.

Future Agenda Items

Announcements

Adjournment: 2:43

Academic Senate Meeting Minutes

Date 26 January 2012

Time: 12:30 p.m.

Location: LRC 604, MESCC 206, BESCC 122, KRV 2

Type of Meeting: Academic Senate Regular Meeting

Meeting Facilitator: Matt Crow, Academic Senate President

I. Call to Order Matt called to order the regular meeting of the Academic Senate at 12:38 on Thursday 26 January 2012 in LRC 604.

II. Open Forum: None

III. Roll Call: Christine Abbott, Shannon Bliss, Scott Cameron, Deanna Campbell, Julie Cornett, Matt Crow, Lisa Darty, Cliff Davis, Lucila Gonzalez-Cirle, Pam Godfrey, Jon Heaton, Tom Heck, Annette Hodgins, Dennis Jensen, Matt Jones, Sarah King, Greg Kost, Jan Moline, Mary O’Neal, Mary Peoples, Bonita Robison, Debbie Rundell, Claudia Sellers, Joe Slovacek, Christine Swiridoff, Penny Talley, Laura Vasquez

IV. Adding Agenda Items: none

Approval of Minutes: 17 November 2011, (approved as submitted) 8 December 2011 (approved as submitted)

V. Closed Session: none

VI. Discussion Items:

Board Policy: 6H(revisited), 4AC (Matriculation) approval

6H –Review of policy only, not procedure. There is one important change 6H6 – “Human Resources office” changed to “Human Resource office at each College.”

Discussion: Mary O’Neal suggested that the policy of item 6H5 – should include the wording “an emergency appointment may only be for one academic semester” as per Title V. Matt will write in the change and bring it back to District Consultation Council.

Claudia Sellers asked if adjunct hiring pool would go away. Matt stated that this is a procedure decision.

Vote to accept the policy change as amended – approved

4AC (Matriculation) –

Motion made and second to adopt – approved.

General Education

Discussion:

Cliff Davis reported that the task force was represented by several faculty members and looked at several possibilities. The task force revised some of the statements based on changes made in CIC following Title V.

Learning Outcomes:

Mary O'Neal asked if "or" should be changed to "and" under the "Diversity" section. She said that or sounded like only one of those aspects needed to be met rather than all of them.

Mary asked if a diversity class should cover every aspect listed under diversity.

Christine Swirdorff stated that we have classes that do meet all of these, some classes that meet most of these, and some classes that focus on only one, such as disability.

Jan Moline said this is for a GE so every class in the discipline does not need to meet every aspect. Jon Heaton stated it would be good if most classes covered most issues, but it's probably too late to change to meet all aspects.

Lucila suggested changing the wording to "and/or." Another suggestion was to change the word to "such as" and use the and/or so it could be all inclusive or cover a selected number of aspects.

Shannon Bliss asked how many of these aspects are not required by CIC certs and how many are Cerro Coso requirements. Jan stated that most State Universities require diversity courses at the upper division levels so students could take a diversity class at Cerro Coso and still be required to take another upon transfer. There is no state requirement for diversity.

Originally diversity classes were designed to meet a specific need at Cerro Coso. Christine Swirdorff stated that because so many of our students do not transfer, it is important to have diversity classes.

Matt asked for a vote to the following questions: How many people would prefer to change the "or" to "and/or" – (majority approval)

Basic Skills/Matriculation

Because there is so much crossover between basic skills and matriculation, the two committees are asking to be combined under a Student Success Committee. The request was approved. It will now go to College Council.

Member at Large – There is an open position for Member-at-Large on the Senate Executive Committee. Lucila Gonzalez-Cirle volunteered. Matt would like to suspend the two meeting rules and approve Lucila today. Senate approved to suspend the two meeting wait time to vote. Vote to approve Lucila - approved

VII. Reports

a) President's Report:

There is one more faculty hire in administration of justice to replace a retirement. There is also the possibility of future hires in the district to meet FAN.

b) **Calendar:** work on finalizing 2013-14 then the committee will work on 2014-15 calendar to comply with the districts two-year calendar request.

Calendar deadline for District Consultation Council meeting is in March. There will be a meeting next week with Mary O'Neal and all three Senate Presidents to review calendars.

Matt brought up issue of Thanksgiving attendance. He asked if this was an issue the Senate wanted Mary and the presidents to revisit. Matt stated he wasn't sure it was a wish/dish issue. The Senate shared support for Thanksgiving week off. If we add days to the calendar it would not change the numbers of teaching days. He will up the holiday at the meeting.

Columbus Day was changed to Native American Day.

A question was raised about moving flex inside the teaching days of calendar. Matt stated we get funding based on the way it currently stands.

Porterville College very strongly does not want the Saturday after Thanksgiving to be a day of instruction.

c) **Professional Development:** Bonita stated the committee must have faculty driven input. The activities also need to be assessed yearly by faculty

Because we do not yet have this in place, the committee is relying on unit plans.

The committee has drafted a mission statement, is considering adding a charge stated and have three tentative goals. – add charge statement.

The committee needs to address staff development as well as faculty training/development. The president has set aside funds for professional development. The committee is hoping to have a plan to Senate by March. Once this is approved, a flex calendar will be available.

d) **Union Report** – Due to extreme slothfulness, Kern District has yet to provide us with a final signed copy of the contract. The board approved the contract on Dec 15.

VIII. Future Meeting Dates

b) Executive Council Meetings: ~~25 August, 15 September, 4 October, 20 October, 8 November, 4 December~~, 19 January, 2 February, 23 February, 15 March, 5 April, 26 April, 17 May.

c) Senate of the Whole: ~~1 September, 29 September, 13 October, 27 October, 17 November~~, 8 December, 26 January, 16 February, 1 March, 29 March, 19 April, 10 May.

IX. Future Agenda Items none

X. Announcements: none

XI. Adjournment 1:45

Academic Senate Meeting Minutes

Date 16 February 2012

Time: 12:30 p.m.

Location: LRC 604, MESCC 206, BESCC 122, KRV 2

Type of Meeting: Academic Senate Regular Meeting

Meeting Facilitator: Matt Crow, Academic Senate President

I. Call to Order Matt called to order the regular meeting of the Academic Senate at 12:35 on Thursday 16 February 2012 in LRC 604.

II. Open Forum: None

III. Roll Call: Vivian Baker, Scott Cameron, Julie Cornett, Matt Crow, Cheryl Gates, Lucila Gonzalez-Cirre, Jon Heaton, Annette Hodgins, Dennis Jensen, Kim Kelly, Sarah King, Mike Metcalf, Jan Moline, Mary O'Neal, Claudia Sellers, John Stenger Smith, Christine Swiridoff, Laura Vasquez

Adding Agenda Items: Mike Metcalf asked to add his two new courses to the agenda. AJ Program review (2nd reading added) – first item of discussion

Approval of Minutes: 26 January 2012 Meeting approved as submitted

IV. Closed Session: none

V. Discussion Items:

- a) AJ program review – (2nd reading) – no discussion. Motion made/second to approve
Unanimous approval
- b) Board Procedure: 6H (First Reading) Presented to faculty chairs for input and asked to bring it here for input. The policy itself has already been approved.

Discussion: M O'Neal finds it unnecessary to have part-time hiring screening committee. Claudia Sellers said this came about because of problem with minimum qualifications in past, but it should be put in hands of those who know the field (faculty). HR now screens min qualifications at the request of faculty.

Mary and Claudia's points are that there are degrees of qualifications that fall into special areas HR may not be aware of.

Matt asked if we should state explicitly what we want qualifications to be or have HR screen only for completeness of application and department chairs screen for qualifications. Matt said he would pass on the information and we could continue to refer suggestions and questions to him.

- c) Ad Hoc Budget Process Recommendation: (First Reading)

The committee took existing process approved by Senate 2000-01 and revised it to come up with a process for budget development. The process comes from the Senate. Mary O'Neal presented the budget committee process plan with a detailed PowerPoint slide presentation (copies attached). A website is also being created which will make information accessible and current.

Christine Swirdoff asked who would maintain the website. It would be up to administration to work this out. Corey said we also need to decide which part of the process we wanted to make public and when to make it public.

Corey stated that how we do things should line up with department of education (unit plans and student success); therefore, student achievement needs to be first which would be just a small wording change.

Program Proposal: Renewable Energy Technology (RET) First Reading
Proposal has not yet cleared CIC

Matt approved the discontinuance of some past program. His question: should I bring these to Senate. After discussion it was decided that if the change is substantive, it should be brought to Senate, but minor changes could be approved. Corey said the difference between substantive change and non-substantive changes are not arbitrary, but very specific.

d) BC Proposal for 15 Unit Restriction for Early Registration

Jon Stenger-Smith noted that many chemistry students have 16-18 units and this may affect their ability to get the classes they needed to finish in a timely manner.

Corey said it's important to remember that we have so few full time students, and wonder if we actually would be restricting them. We need to encourage full-time students here. Only 14-24% of students are full-time. We have drastically different demographics than BC.

Jan Moline stated that counseling is encouraging students to complete matriculation process and then to limit number of units which adds another barrier. Students will now be forced to see counselor to get priority registration.

This restriction would also include students on the waitlist. Deals with early registration only (BC). 48 hours after open registration, students could enroll in other open classes.

The stats presented are data driven from BC. It was asked if we have data from CC. It was suggested we ask Tina for additional data for CC and how this policy would affect our students.

Motion and second to postpone – approved

e) Ped/Tech recommendation Regular and effective contact (first reading)

Matt said we should give this proposal very serious thought since there is the potential for this to be generated into an MOU. Recommendation for regular and effective contact (for distance Ed)

Discussion: If this became part of the evaluation then students could say whether instructor does/does not comply.

Mary – Union takes it very seriously that no one is evaluated based on anything that is not explicitly in the policy/contract.

Does this only become an evaluation process or does it provide a student complaint process.

Jan Moline said this is great in terms of a place to start but she would like to see some guidance on how this is going to be evaluated.

First reading only – review again at next meeting.

Department Reorg update

At department chairs – still being discussed, not ready to come back

I. Reports

- a) **President's Report:** confirmation of nursing and business screening appointments.

Nursing: Cheryl Gates, Annette Hodgins, and Claudia Sellers – approved

Business: Matt Hightower, April Brown, Karen O'Connor - approved

Counseling: Vivian Baker, Jan Moline, Kari Hamilton - approved

- b) **Administrative Report:**

Corey – accreditation document – final draft of all three parts is due at end of the weekend. Will be available for viewing in about 3 weeks. It is now going to individual focus groups, self-evaluation, input and planning agenda. Document will be finished by early April and presented to the board for review.

Catalog is due before Mar 19 when it goes to the board. Courses approved before winter break will be in catalog.

We have an additional hire. Vacancy is in any academic area but not PE although it will include a coaching position. The position would be 80% in one department and 20% would be volleyball coach.

Discussion followed. Members presented wondered why we don't just hire a volleyball coach. Rejecting a fully qualified candidate in a content area because they do not have coaching experience seems unreasonable to many.

Corey stated this is because we are out of compliance with Title 9. We need to add a sport and the choices were volleyball or softball. Because of the low start-up cost for volleyball as well as local area participation, CC will be adding a volleyball team.

Matt will carry body's response forward.

c) Union Report:

District has produced a contract – Vivian and Mary went through and edited the contract this morning.

Future Meeting Dates

- b) Executive Council Meetings: ~~25 August, 15 September, 4 October, 20 October, 8 November, 1 December, 19 January, 2 February~~, 23 February, 15 March, 5 April, 26 April, 17 May.
- c) Senate of the Whole: ~~1 September, 29 September, 13 October, 27 October, 17 November, 8 December, 26 January~~, 16 February, 1 March, 29 March, 19 April, 10 May.

VIII. Future Agenda Items none

IX. Announcements: none

X. Adjournment 1:45

Academic Senate Meeting Minutes

Date 1 March 2012

Time: 12:30 p.m.

Location: LRC 604, MESCC 206, BESCC 122, KRV 2

Type of Meeting: Academic Senate Regular Meeting

Meeting Facilitator: Matt Crow, Academic Senate President

I. Call to Order Matt called to order the regular meeting of the Academic Senate at 12:38 on Thursday 1 March 2012 in LRC 604.

II. Open Forum: None

III. Roll Call: Vivian Baker, Julie Cornett, Matt Crow, Lisa Darty, Cliff Davis, Cheryl Gates, Jon Heaton, Tom Heck, Dennis Jensen, Mike Metcalf, Jan Moline, Mary O'Neal, James O'Connor, Bonita Robison, Debbie Rundell, Penny Talley, Laura Vasquez

IV. Adding Agenda Items: none

Approval of Minutes: Minutes of 16 February still pending

V. Closed Session: none

VI. Discussion Items:

a. 6H -board procedure – procedure has been to faculty chairs but is not ready to come to Senate for approval. Corey asked whether or not minor procedural changes need to come back to Senate. Minor changes are marked in blue – Senate approved these changes

b. Ad Hoc Budget Process recommendation

Update - The process which the committee brought to Senate at the meeting needs to be more defined. The budget manager also needs to be invited into conversation. The committee will continue to revise and will have a revision to the Senate ASAP – there are no changes to the core values of student centered, transparent, ongoing communication – those will not change. The change is to make it a workable process for the entire college.

c. BC Proposal for 15 Unit Restriction for early registration (continued discussion)

Matt asked what the major consensus is and whether or not we need more information. BC has presented this proposal and would like the other colleges to concur.

Discussion:

Our population much different than BC and with our numbers lower it was asked whether or not this was relevant to us.

Jan Moline said it was her understanding this would restrict the number of units students could enroll in during priority registration only – honor students and others with priority

registration may register for more than 15 units 48 hours after open registrations if courses are still available.

Jim O'Connor asked about the overall impact on our students. He stated that currently there are student carrying 18 units who are on a fast track to a four year institution. He worries this may affect top notch students who are doing well and want to transfer.

Jan said that counselors work with students and can help them choose classes during priority registration that are more likely to close during open enrollment. She also said this is not likely to affect high numbers of our students.

Someone asked how BC came up with their percentages and whether these affect us at CC. Matt said it is okay for BC to have a different policy than CC and there seems to be a consensus that we don't have enough information to support this.

1st and 2nd to disapprove and then look into the possibility of our own process.
Approved.

d. Ped/Tech recommendation for regular and effective contact (2nd reading)

We were reminded that if we recommend this it has a severe impact for all classes but specifically for online classes.

Discussion: on the two week turnaround. Someone asked why not one week since it should never take two weeks or more to grade and return student work. The committee felt that keeping the date open to two weeks is better than using specific times for specific types of assignments.

Contact hours: someone asked if "office hours if applicable" was for adjunct instructors. Contact for online classes is not stated clearly. The committee stated that this began to specifically address online classes. Mary O'Neal said that according to contract, office hours are absolutely required for online class, but how those office hours are presented is what makes this so unclear. If instructors are assigned to teach online an class they need to have parallel office hour.

A suggestion was made to change "if applicable" to "except for adjunct instructors"

Corey asked if the committee defined "regular" – for "Regular contact hours." He stated this should not be haphazard, such as "email me if you have a question." He suggested the committee added the stronger recommendation: "Faculty initiated contact hours." The committee will go back and define "regular contact."

e. Calendar second reading: for 2014-15 we decided to stay with the same start dates as BC and PC – the only change was Spring break the 3rd week of March. Spring Break dates are tentative pending Sierra Sands 2014-15 schedule.

Matt stated that if we take Columbus Day and Ceasar Chavez holidays we will have to add days to the calendar and will not have the backing of the other colleges. If we don't take those days off there has to be some celebration –

Senate may agree not to take these holidays, but since the state says there must be a commemoration this will be referred to administration to coordinate holiday activities. Matt asking for approval with argument to commemorate these dates - approved

f. EMS/EMT Programs (Second reading)

This is reading for approval and ready to move to curriculum. The range of units because of the way it needs to be submitted to curriculum. There are 26 units.

Corey asked why there are six additional units. Mike Metcalf stated these are all the core classes that meet the core outcomes – adding the 6 units makes it better for students so they will be better prepared to take classes at Loma Linda. The additional units also helps them to get into the program.

Approved

Mike said the Job skills certificate is basically the same – approved

VII. Information Issues:

- a. Department Reorganization update: There is no update at this time, but it will be going to chairs. There will be some changes based on input from the previous chairs meeting.
- b. Call for nomination for exec – election next meeting – Matt will take nominations by email
- c. Call for nominations for CIC – (Specifications – needs rep from specific areas – will call for nominations will be at next meeting. Matt will ask Claudia to send email requesting nominations for CIC.
- d. Call for nominations for student speaker – this will also be done by email. Voting will be closed forum.
- e. Call for nominations for classified staff of the year – Matt will send out call for nominations

VIII. Reports

- a. President's Report:
Approves a plant for Laura whose father passed. Need guidelines on who to send what to whom. The exec will draft this

IX. Administrative Report:

none

X. Union Report:

Mary said there was a special meeting with all CCA and CTA. The purpose was primarily to forecast that by Oct 2012 benefits will cost all employees \$243 out-of-pocket. Mary said CCA will do all we can to make that number go away. This number is due to the recent increase in our utilization. Whether or not this continues remains to be seen.

If interested – please consider running for one of the CC Union positions: College chair, college rep, part-time rep, and district wide positions

XI. Treasurer's Report:

Balance on hand - \$898.72 – still have 16 unpaid staff members

XII. Curriculum and Instruction Council:

Assessment module has launched - can enter SLO assessment data at this point and some people have started and had issues –

XIII. Equivalency Committee: There is one equivalency pending for AJ

XIV. Academic Petitions Committee:

Reviewed 30 petitions / majority were a specific exception within a specific group within a specific discipline – This was a special case that affected larger group than normal. Disapproved one based on previous substandard work

XV. Strategic Plan Committee:

College council meeting to revise college strategic plan to meet districts plan

XVI. Basic Skills Committee:

Soft skills have been added to all basic skills classes. Awaiting CIC approval.

XVII. Accreditation Report:

The report, for the most part, is finished, but still in a rough state. It is being vetted through different groups. Some some subsections highly detailed while others need more work, but overall Corey stated it was a very solid effort. He also thanked all those who worked on this 225 page document.

XVIII. Institutional Effectiveness Committee:

Major topic of discussion is how the committee will assess the outcome of planning or how to assess the effectiveness of the effectiveness committee
Program reviews – committee open to review (informal deadline March 15) so there is time for substantive comments. Corey said the expectations will be higher than in previous years.

Prof Development – went to college council for review – Corey working on this.
Will be looking at faculty flex contracts now so it will be brought back to Senate soon.

Future Meeting Dates

- b) Executive Council Meetings: ~~25 August, 15 September, 4 October, 20 October, 8 November, 1 December, 19 January, 2 February, 23 February,~~ 15 March, 5 April, 26 April, 17 May.
- c) Senate of the Whole: ~~1 September, 29 September, 13 October, 27 October, 17 November, 8 December, 26 January, 16 February, 1 March,~~ 29 March, 19 April, 10 May.

VIII. Future Agenda Items none

IX. Announcements: none

X. Adjournment 1:45

Academic Senate Meeting Minutes

Date 29 March 2012

Time: 12:30 p.m.

Location: LRC 604, MESCC 206, BESCC 122, KRV 2

Type of Meeting: Academic Senate Regular Meeting

Meeting Facilitator: Matt Crow, Academic Senate President

I. Call to Order Matt called to order the regular meeting of the Academic Senate at 12:42 on Thursday, 29 March 2012 in LRC 604.

II. Open Forum: None

III. Roll Call: Vivian Baker, Shannon Bliss, Scott Cameron, Deanna Campbell, Yihfen Chen, Julie Cornett, Matt Crow, Lisa Darty, Cheryl Gates, Lucila Gonzalez-Cirre, Annette Hodgins, Dennis Jensen, Sarah King, Jan Moline, Mary O'Neal, Karen O'Connor, Bonita Robison, Debbie Rundell, Joe Slovacek, Christine Swiridoff, Penny Talley, Laura Vasquez, Matt Wanta

IV. Adding Agenda Items: none

Approval of Minutes: Minutes of 16 February – accepted; minutes of 1 March 2012 accepted with the following change: In the Union report CTA is changed to CSEA.

V. Closed Session: none

I. Discussion Issues:

a) **Nominations for Academic Senate Executive Board:** Jan Moline, Vice president; Laura Vasquez, Secretary; Lucila Gonzales-Cirre, member at large. Cheryl Gates treasurer: Matt Crow, President.

Other nominations entertained from the floor. There were none; nominations are closed – vote at next Senate meeting

b) **Ad Hoc Budget Process Recommendation:** Matt and Mary attended the last budget committee meeting. The committee is trying to narrow down time line due to some miscommunication. Corey Marvin will provide a timeline at the next budget meeting – The process will not change but the ad hoc committee is still working on the narrative. The committee has made a firm commitment to have the process completed by the end of Spring 2012 semester. Faculty chairs will review the budget process at the chairs meeting this semester and Senate will review it in the Fall. Budget committee will be meeting for 9 hours at their next meeting.

c) Nominations for student speaker: Tammy Kinnan.

Other nominations entertained from the floor: Anna Moschiotto, David Santiago – nominations closed – election next meeting.

- d) Ped/Tech recommendation: The committee has revised the term “Regular and effective contact” in the office hours section. The change now reads “for full-time faculty.” The committee is still working on a better definition of “regular.” The committee is also incorporating suggestions that contact hours should be faculty initiated. Matt stated this is an open reading so it doesn’t need two more readings. The committee will bring it to Senate for approval when it is completed.
- e) Nominations for classified staff of the year: Magi Mauldin(2), Dawn Fidel. Sherri Windish. Other nominations entertained from the floor: None
Matt asked if we wanted to give individual plaque or perpetual plaque – motion/2nd to do both - approved
Secret ballot for classified staff of the year: Magi Mauldin
- f) College Council – need 5 faculty not counting Senate President – 1 academic, union, member at large, and counseling. One person must be from the sites. Paula may come in next semester / Christine Swiridoff (academic) – approved, Julie – member at large – approved (to begin next semester).
- g) Appointment of Mike Metcalf to Safety Committee. - approved

II. Information Issues:

- a) Amendment to Bylaws: This is what the Bylaws say, but it is not what we do currently or in my memory. This came up through the accreditation report on leadership. I would like to strike:

~~Section 6. A Strategic Plan Committee shall oversee the development and annual revision of the Strategic Plan and work with the Vice President of Academic Affairs to ensure its implementation. The Strategic Plan Committee is a committee of the Academic Senate and shall consist of four (4) faculty members selected as described in the Academic Senate Standing Rules.~~

This is coming out of Accreditation committee – The committee is recommending we strike the above wording because strategic plan now rests with strategic planning committee -
Approved

Prof. Development: The processes and drafts are attached. The committee looked at things going forward on campus and developed their goals to line up with college mission and goals of the Educational Master Plan. The Goals are on page 4 of the Professional Development at Cerro Coso College Guidelines.

Bonita reviewed the documents, going over contractual duties, flex calendar, hours of obligation apart from contractual duties and the individual activities (both flex and professional development). In some cases (with pre-approval) hours in excess of the required 18 may be used for salary advancement. There is no banking of flex hours.

If the college or district pays for a conference, it cannot be used for flex. A conference cannot be used if it is during a regular work day

Flex activity may not be used in faculty member's evaluation unless the faculty member includes it as part of a goal.

Proposal for Professional Develop – This needs to be completed the year before you do the activity. The proposal must address state guidelines and Cero Coso Prof Development goals. After attending the workshop, the form must be completed.

One form should be used for each activity and submitted to the Vice President of Academic Instruction. The form should indicate how you plan to implement outcomes to improve student success/retention.

Discussion/Feedback: - Mary thanked the committee for lots of extraordinary work and stated that Title V recommends having a flex coordinator with release time. It should not be the VP of Academic Instruction. Faculty should retain control. Matt stated that the VP could enforce whether or not professional development hours are being completed

Someone asked if the forms would be available online. Bonita said at this time the forms online are outdated and the committee is working with the web coordinator and updating the forms so they will be available online.

The professional budget is not appropriate for what needs to be done; however, the committee has been told there is no money.

This is a first reading – Senate will vote to approve at the next meeting

- b) Call for nominations for faculty marshal: There was a first and second to nominate full and part time faculty - approved –
Nominees: Charles Humphreys
There is still time for further nominations before we need to vote
- c) Hiring of History Faculty: need to approve selection committee: position that was prioritized in a previous year.. Mary asked why we are hiring when we just hired a history faculty last semester.
Christine Swiridoff asked why are we not moving forward with AJ. We followed the established so why is the president going outside of the process and bypassing Senate.

We have never gone back to past priority lists. We modified the process and recommend hiring them in this order. We need to complete a new hiring list every year, so why is this position being pulled from an old list? This process is not being followed. AJ was on the list as our highest priority.

Matt – this is going outside the process – but not actually – we followed process but it is outside our recommendations – President Board responded in writing.

We have to do this process every year but there is always some surprise – we go through an extensive process – we show a lot of data as justification but every year it seems like something always happens. Why do we continue to work so hard on justifications if those recommendations are not really going to be followed? We have needed someone in AJ for years – we would like to know the justification for cutting the AJ process. Matt will carry forward that concern.

Lisa Darty made the following request: With this current budget crisis we have biggest reserves in state and extra money within our reserves, and now we may also be asked to contribute money for our health care that would further pad the reserves. She recommends that we as a Senate express distress about possibly making cuts when we have huge reserves. This is disheartening. Former cuts to students resulted increases in reserves and this should not happen. Matt will convey this message to the board.

Mary – follow up – next board meeting Aug 12 at BCC – board will at CC – Thursday, May 3rd .

Mary – Just to clarify: SISC reserves would increase if faculty had to pay a portion of their benefits.

III. Reports

1. President's Report: given above
2. Professional Development: See discussion items above
3. Ad Hoc Committees: Student Centered Budget Development Committee (see discussion items)

IV. Future Meeting Dates

Executive Council Meetings: ~~25 August, 15 September, 4 October, 20 October, 8 November, 1 December, 19 January, 2 February, 23 February, 15 March~~, 5 April, 26 April, 17 May.

Senate of the Whole: ~~1 September, 29 September, 13 October, 27 October, 17 November, 8 December, 26 January, 16 February, 1 March, 29 March, 19 April, 10 May.~~

V. Future Agenda Items

VI. Announcements

VII. Adjournment: 1:50

Academic Senate Meeting Minutes

Date 19 April 2012

Time: 12:30 p.m.

Location: LRC 604, MESCC 206, BESCC 122, KRV 2

Type of Meeting: Academic Senate Regular Meeting

Meeting Facilitator: Matt Crow, Academic Senate President

- I. **Call to Order** Matt called to order the regular meeting of the Academic Senate at 12:37 on Thursday, 19 April 2012 in LRC 604.
- II. **Open Forum: None**
- III. **Roll Call:** Susie Ama, Scott Cameron, Lucila Gonzalez-Cirre, Matt Crow, Lisa Darty, Pam Godfrey, Matt Jones, Sarah King, Corey Marvin, Mike Metcalf, Mary O'Neal, Bonita Robison, Debra Rundell, Joe Slovecsek, Christine Swiridoff, Laura Vasquez
- IV. **Adding Agenda Items:** none

Approval of Minutes: Minutes of 29 March 2012 approved with the following correction: The next board meeting is April 12th not Aug. 12th 2012).

- V. **Closed Session:** Election of student speakers moved to closed session. Nominees: Tammy Kinnan, David Santiago, Anna Moschito. Anna Moschito will not be graduating this semester. Tammy turned down the nomination. Matt asked if we want to elect another speaker or approve just one. Motion made and second to move ahead with one student speaker. David Santiago was approved.
- VI. **Discussion Issues:**
 - a. Election of Academic Senate Executive Board: Matthew Crow, President; Jan Moline, Vice president; Cheryl Gates, Treasurer; Laura Vasquez, Secretary; Lucila Gonzales-Cirre, member at large.
Motion/second to approve the nominees. No discussion. Motion approved.
 - b. Election of student speakers: Tammy Kinnan, David Santiago, Anna Moschito.
This was moved to closed session.
 - c. Approval of Ped/Tech recommendation Regular and effective contact: see attached.

The committee addressed the fact that adjuncts do not have office hours; clarification of language on regular contact hours. This was changed to "appropriate contact hours." The

committee also agreed on a grading turnaround of no more than two weeks, per Academic Senate discussion at the last meeting.

Mary O'Neal asked how we can be fair and allow for the exception (from a union standpoint). Can an instructor post a notice saying due to illness, papers will not be graded within the two-week turnaround and still be within the letter of the law. The committee saw that as appropriate.

After no further discussion, the guidelines were accepted.

- d. College council appointments: Need a vote to approve John Stenger-Smith.
Approved
- e. Approval of Professional Development Committee recommendations: These are posted on the group site.

The committee paired down the development portion. There are two parts: faculty contractual and classified. There is a sample list of acceptable flex/professional development activities; however, this is not an extensive list. Some of the activities are free, some are not. Faculty will be required to submit, by the end of each Spring, the planned activities for the following year. Plan may be updated during the year, so faculty is not locked into a specific assignment. After the activity, faculty will also need to report on how they will implement the activity.

Those who present at a workshop get twice the workshop hours, but several conditions apply.

Further discussion: The committee will be rolling out the website in about a week (for committee review), then it will be available to all faculty.

Process approved

- f. Amendment to Bylaws: Strike:

~~Section 6. A Strategic Plan Committee shall oversee the development and annual revision of the Strategic Plan and work with the Vice President of Academic Affairs to ensure its implementation. The Strategic Plan Committee is a committee of the Academic Senate and shall consist of four (4) faculty members selected as described in the Academic Senate Standing Rules.~~

Needs 2/3s majority. Strategic planning is done through College Counsel with faculty input /
Approved

- g. Election of faculty marshal: Charles Humphreys and Steve Busby have been nominated.

Discussion: does there have to be only one? Yes.

Nominations: - Steve Busby approved

h. Approval of Child Development Program Review.

The Child Development program review was emailed to faculty and is posted to the group site.

Matt stated that IEC approved 2 of the 5 program reviews to move forward. IEC is a recommending, not an approval committee. Senate needs to determine what happens to the recommendations.

Discussion: Someone asked if recommendation should stop the approval of a program review.

Matt: IEC makes the recommendation – If that recommendation is to radically modify the program review, should it come back to IEC to see if it has met the recommendations IEC or should they be reviewed by executive council or Senate?

Mary: this is such a better process than we've ever had. Let's send it back to IEC to review again and then it comes to Senate after those requests have been met.

Susie – also recommend to senate – IEC either approves or disapproves program review.

Corey – a key part of this would have to be the timeline. Program reviews need to be due by Dec 15. So it can work as long as timeline is in place.

Matt will draft language for the next meeting that outlines what powers IEC has and what the process will/should be.

Child development program review approved

VII. Information Issues:

a/ Ped/Tech Recommended Techniques of Authentication: posted on group.

Promote adoption by faculty to assure online student authentication and integrity. Primarily committee would like to see faculty using a variety of techniques that assessments happen early in the semester and are varied.

Discussion:

Instructors become familiar with students' writing style through various formats, including anti-plagiarism techniques, making students aware of these issues, and proctoring tests.

It is important to raise awareness among students about what constitutes appropriate and inappropriate academic behavior in an online class.

Proctors have more control than a lock down browsers.

Question: Are instructors required to use proctors?

Corey stated that institutions are required to have these guidelines in order to get accreditation. We meet the letter of the law, but we need more. Only have one password to get into all programs which has advantages and disadvantages. With this document – all instructors must choose one of these programs.

Students out of area are required to get their own proctor. Proctors must be approved.

How do we get information out to students? We need to find consistent ways get information out to students. DE director is working on a more consistent way to inform students of necessary requirements.

Someone suggested the college post something that says: In all likelihood, the majority of online classes will require proctored testing.

Matt suggested we change the wording in number 3 from “anti-plagiarism techniques” to “ use turnitin.com or another anti-plagiarism tool.”

Question: Can departments require everyone in their department develop these as procedures. Corey said they could if it’s a department policy/procedure – and if a faculty doesn’t use it, the faculty member can be held accountable in evaluation.

The committee will refine the document and bring it back to the next meeting.

b. Change to Program Discontinuance Policy

Significant change under rationale – initiator is now faculty or appropriate administrator.

Under procedures: #5 – suggesting that we need to have signatures of evidence of consultation, not just the wording. 5 needs to reference 2B

"Change to Program Discontinuance Policy" Mary O’Neal would like new language at the end of the document requiring signatures after this section:

5. EVIDENCE OF CONSULTATION - Provide a narrative summary demonstrating consultation with appropriate and affected entities on campus and within the community.

Corey doesn’t think language is incompatible – faculty calls for discontinuance, and it goes to committee and comes to Senate. Suggestion: IEC would produce the report that allows the discontinuance – anyone can initiate it, but IEC should write the report. Initiator should write the rationale then report written by IEC. Matt will change the wording to reflect this change with required signatures (per Mary O’Neal’s recommendation).

A motion was made and seconded to clarify the procedure and add a signature page to the narrative summary to validate the narrative. Motion carried.

VIII. Reports (only those reported above)

IX. Future Meeting Dates

Executive Council Meetings: ~~25 August, 15 September, 4 October, 20 October, 8 November, 1 December, 19 January, 2 February, 23 February, 15 March, 5 April, 26 April, 17 May.~~

Senate of the Whole: ~~1 September, 29 September, 13 October, 27 October, 17 November, 8 December, 26 January, 16 February, 1 March, 29 March, 19 April, 10 May.~~

X. Announcements

XI. Adjournment: 1:50

Academic Senate Meeting Minutes

Date 10 May 2012

Time: 12:30 p.m.

Location: LRC 604, MESCC 206, BESCC 122, KRV 2

Type of Meeting: Academic Senate Regular Meeting

Meeting Facilitator: Matt Crow, Academic Senate President

I. Call to Order Matt called to order the regular meeting of the Academic Senate at 12:37 on Thursday, 10 May 2012 in LRC 604.

II. Open Forum: None

I. Roll Call: Suzie Ama, Vivian Baker, Dick Bensen, Shannon Bliss, Adnan Buxamusa, Scott Cameron, Matt Crow, Lisa Darty, Cliff Davis, Cheryl Gates, Lucila Gonzalez-Cirre, Jon Heaton, Annette Hodgins, Dennis Jensen, Matt Jones, Sarah King, Michael Metcalf, James O'Connor, Karen O'Connor, Mary O'Neal, Heather Ostash, Mary Peoples, Bonita Robison, Debra Rundell, John Stenger-Smith, Norm Stephens, Christine, Swiridoff, Laura Vasquez, Matt Wanta

III. Adding Agenda Items:

1. Program reviews have been sent back with request for changes. A motion and second was made to remove program reviews from agenda.

Discussion: The IEC program review committee sent a list of recommendations back with the program review. After reviewing the re-submitted documents, the executive board believed that further revisions were still needed.

Karen O'Connor asked if there were implications or ramifications for not having it done at this time. Corey stated there were none at this time.

Matt said that since there is no program review committee at this point, the documents are reviewed by IEC and then the Senate executive committee recommends approval or return for more revisions

Motion approved to remove from agenda.

2. AA transfer degree – came through for two readings / added to agenda.

Approval of Minutes: Minutes of 19 April 2012 – approved

IV. Closed Session: None

V. Discussion Issues:

a) Resolutions regarding Departmental Reorganization

Move and second to divide the motion – approved

Part 1 of resolution: Be it resolved that Digital Media Arts merge with Business/CIS, that Health Careers move out of Public services and merge with Human Services and Emergency Medical Technology.

Discussion: net result – zero change in number of departments. This is a logical move because it moves Human Services into a CTE program – all faculty and departments involved are in favor of the change.

Approved

2. Be it further resolved that faculty director's reassigned time be tied to the same formula as faculty chairs with an additional .1 reassigned time added to attend faculty chair meetings and complete any additional tasks not a part of their responsibility as director.

Discussion: This is inappropriate unless Senate is going to have a voice in reassigned time. Cheryl stated that in the contract outlined, job duties are defined for most director positions, so to put this with department chairs is not appropriate, especially since extra duty days will be treated similar to reassign time.

AJ, Nursing, and EMT are the current director positions

Motion failed

3. Be it finally resolved that there be no minimum reassigned time for faculty chair.

Discussion: currently Porterville and Cerro Coso receive a minimum of .3 because there is no support staff to help the chairs and because these two colleges have so many more adjuncts.

Mary O'Neal stated that this was a compromise position.

Motion Failed

Two resolutions on Humanities (the second resolution will be voted on first)

Resolution 1: Be it resolved by the Academic Senate of Cerro Coso Community College solve the problem of a lack of a Humanities Chair by merging Foreign Languages, ASL, and Film with English and Anthropology and Philosophy with Social Sciences

Be it further resolved that the merger be adopted for only one term of the Humanities Chair with point a new election for Humanities Chair be held involving the original constituency disciplines.

Resolution 2: Be it resolved by the Academic Senate of Cerro Coso Community and KCCD/CCA negotiate a memorandum of understanding that allow a member from outside Humanities to serve as chair. Be it further resolved that the term of this outside member last only one term of the Humanities Chair at which point a new election be held involving only the original constituency disciplines.

Discussion: This was a good two year solution. Jon Heaton stated there were other suggestions presented which are not being considered. Matt clarified that this recommendation did not come from administration; it came from Tuesday's Senate meeting. Faculty has had time to deal with this issue. It has been known since last semester.

If there is no outright chair of Humanities then there is no one to be compensated at the minimum amount of reassigned time.

Someone asked how a determination would be made: Who outside the department could be named chair? Does it need to be a closely related field? Will this solve the problem in two years or would this still be an issue in two years?

Resolution approved Approved

Approval of Program discontinuance Policy

Rationale unchanged

Evidence of Consultation: addition (signature page)

Discussion: Matt stated that we have every reason to believe that this process will be thoroughly tested in the fall. The questions was raised: Who determines the "involved parties" (CIC chair) – Corey said that at some point we need to know the list of people for signatures up front. Board policy says Senate has a recommendation only – it is the president who makes the final decision.

Matt said he will take this back for more clear wording

- b) Approval of Ped/Tech recommendation Techniques of Authentication.
Approved with the caveat that the wording in #3 be corrected.
- c) College council appointments: Joe Slovacek has volunteered
Approved
- d) Programs Reviews:
 - a. Approval of Library Services Program Review.
IEC recommends accepting this program as presented.
No discussion: Approved
 - b. Approval of Welding Program Review – As per discussion above, this was sent back for further corrections.
 - c. Approval of Paralegal Program Review - As per discussion above, this was sent back for further corrections.

VI. Information Issues: Covered above

VII. Reports

None due to lack of time.

VIII. Announcements: None

IX. Adjournment: 1:50