

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 Budge 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 coordinates 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 curricunet. The range of units because of the way it needs to be submitted to curricunet. 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