1. Meeting Called to Order at 2:01pm/Quorum reached at 2:10pm

Officers		Present	Absent
President	Stephanie Curry	X	
V.P. for Senate Bus.	Rick Garza	X	
V.P. for Curriculum	Pam Gilmore	X	
Secretary	Emily Berg	X	
Rep. to ASCCC	Lore Dobusch	X	
M.O.F.A.	Kristen Mattox	X	
Immediate Past Pres.	Jeff Ragan	X	

Guests:	
Eileen Apperson	
Lori Levine	
Bill Turini	

Department	Senator	Present	Absent	Department	Senator	Present	Absent
Adjunct Fac. (1)	**Vacant**		X	*Fine Arts & Soc. Sci. (1)*	G. Cartwright	X	
AG & Nat Resources (1)	D. Lopes	X		*Fine Arts & Soc. Sci. (2)*	D. Richardson	X	
Auxiliary (1)	M. Stricker		X	*Science & Tech. (1)*	R. Fleuridor	X	
Business (1)	F. Underwood		X	*Science & Tech. (2)*	**Vacant**		X
Business (2)	E. Sandoval		X	*Phys. Ed. & Health (1)*	J. Hacker		X
Business (3)	**Vacant**		X	*Phys. Ed. & Health (2)*	B. Fonseca	X	
Comp., Lit. & Comm. (1)	K. Watts	X		*Phys. Ed. & Health (3)*	**Vacant**		X
Comp., Lit. & Comm. (2)	R. LaSalle	X		*Industrial Tech. (1)*	J. Asman		X
Comp., Lit. & Comm. (3)	R. Synder	X		*Math & Tech (1)*	C. Montgomery		X
				Math & Tech (2)	J. Gilmore	X	
Counseling (1)	G. Spear	X					
Counseling (2)	C. Bos		X	*Reading & Lang. (1)*	J. Zigler		X
Counseling (3)	S. Trimble	X*		*Reading & Lang. (2)*	F. Amezola	X	

*Proxy: Melissa Affeldt

2. Public Comment. None.
3. Roll Call / Review of Senate Members and Guests.
4. Consideration of January 28, 2014 minutes.
  Sustained. Not at quorum at 2:01pm.
  Quorum reached at 2:10pm.
  Lopes: move to approve; second: Garza. Approved.
5. Amend agenda, if necessary. N/A.

6. Department Reports
  None.

7. Committee Reports
District Standing Committees
  ▪ Communications Council
  ▪ Strategic Planning for District-wide Facilities Committee
  ▪ Information System Advisory Committee
  ▪ District Strategic Planning
  ▪ District Budget Resource Allocation Advisory Committee
    o (Fleuridor): The last scheduled meeting was cancelled because Ed Eng was out of town. There will be a local meeting with President Caldwell Thursday, February 13 to look at three-tiered models.
    o (Curry): Jim Gilmore, Donna Berry, and Melanie Highfill will also be in attendance to

look at the three-tiered model samples that the DBRAAC committee is requesting.

District Ad Hoc Committees
- AR 7120 Review
- District Staffing Plan Taskforce
- District Decision Making Task Force
- District Technology Taskforce

Academic Senate Standing Committees
- Academic Standards
- Curriculum   (P. Gilmore)
  - Short meeting last week; this week's meeting will have four courses going through curriculum.
- Equivalency (S. Curry)
  - None received
- Faculty Professional Development/ Flex (Garza)
  - An email to the committee members will be sent out this week to establish the committee's timeline.

Academic Senate Ad Hoc Committees

State Center Federation of Teachers (A.F.T. Local 1533)

College Ad Hoc Committees
- Educational Master Plan

College Committees
- Accreditation
- Distance Education
- Program Review
- Sabbatical Leave
- Salary Advancement
- Strategic Planning

Reedley Campus Committees
- Budget
- College Council
- Facilities
- Health and Safety
- Staff Development
- Student Conduct
- Student Success

8. Old Business
   8.1   GELO/ILO language change (referred by RCAS Executive Committee)
   (Apperson). A summary of these changes are that the previous statement describing the ILOs said that "students graduating from an associate's degree from Reedley College." This does not represent all of the kind of students we have, such as those who earn certificates or take classes to transfer. We wanted to change the language to make it more inclusive: "Students are expected to develop the following knowledge, skills, and abilities as a result of their overall experience at Reedley College."
   (Garza): What is the thought process behind changing the words from "will be able to" to "are expected to"? The wording seems like we have lowered the standards a bit.

(P. Gilmore): It could be a legal issue—"will be able to" sounds like a guarantee. We can't have that language in the CORs either.
(Apperson): Yes, it was changed to match the CORs.
(Garza): But if they passed the class, they should be able to do these things.
Move to approve: Garza. Second: Fleuridor. Approved.

8.2 Salary Advancement COA (referred by Salary Advancement Committee).
(Levine): The changes are adding in the Purpose section the reference to the SCCCD contract and where to find it within the contract. We also added back in Willow International because they need to be part of our committee until they officially become their own college. In the Operating Procedures, the committee forgot to add in that the course units need to be upper-division or graduate level. We also changed the strategic direction to 3.3.
Move to approve: Garza. Second: LaSalle. Approved.

8.3 DE Web Advisor Statement (referred by the Distance Education Committee).
Move to approve: Garza. Second: Fleuridor. Approved.

8.4 Staff Development Procedures changes (referred by the Staff Development Committee).
(Curry): These changes will be for Spring 2014 only. I have spoken with Dr. Caldwell about the issues brought up at the last Senate meeting about equitable distribution of staff development funding, and she will take a look at that and the Senate Executive Committee is talking to MOFA about the differences in procedures.
Move to approve: Garza. Second: Richardson. Approved.

9. New Business

9.1 Districtwide Facilities Committee Planning Operating Agreement (referred by the Communications Council).
(J. Gilmore): Who put this together?
(Curry): I understand that it is coming from Brian Speece's office.
(J. Gilmore): The document discusses "minimum staffing operational levels." What are they referring to? Next, it talks about recommendations on "resource allocations for staffing, utilities, insurance, supplies and other operational expenses." This is saying that the district is now setting the standards for each campus, but in DBRAAC, it is very clear that's not the case. The staffing is supposed to be coming from the HR Committee, which is a separate committee. There are a lot of problems here, unless they explain more fully their intent.
(Curry): I will ask for clarification on these two points.
(J. Gilmore): I am not sure what they mean, if by are saying "staffing levels," they mean classified staffing levels, or maintenance kinds of levels, which is different from staffing levels for certificated staff. There is something very unclear here.
(Curry): I will ask for clarification on classified versus certificated.
(J. Gilmore): In the membership section, there are three Academic Senate representatives and one from SCFT; there are three Classified Senate representatives and three from CSEA.
(Curry): A second read for this item will be held next Senate meeting. Please take this back to department for review and for any suggested changes in language.

10. Informational Items

10.1 District Human Resources Staffing Plan Feedback (referred by the Communications Council).
(Curry): I have asked Bill Turini, an Academic Senate representative member of this committee, to present this item. Note that we are not voting on this item at this time, but the committee is asking for our feedback. A formal review will be held once they have our initial feedback.

(Turini): Diane Clerou will be here next week for detailed feedback. For context, the committee began crafting in November 2011, so this document has been a year in the making. We started by trying to acquire as many staffing plans as we could from California's community colleges. We ultimately fixed on one to use as a model from Palomar District, and we also used a document from the Franchise Tax Board Work Force Planning Guide for a staffing plan reference from outside the education sector. The first fourteen pages of this document contain the plan itself, which is more of a staffing philosophy than a staffing plan. This is another of the accreditation requirements we are asked to comply with. What we finally landed on with this document is that the district resource allocation model is what is going to drive staffing. This plan will fit under the auspices of the Strategic Plan, and ultimately the District Strategic Plan fits under DBRAAC. This plan does deregulate staffing to the institutional level, rather than maintaining it at the district. How an institution chooses to utilize its resources is ultimately up to the institution. In identifying the need for any additional staffing, the institutions are required to create a gap analysis between actual staffing levels and optimal staff levels. This plan addresses some of the criteria that should be used in determining what optimal means, and there are many recommendations in there about what could be employed in arriving at what would be the optimal level of staffing.

(LaSalle): Did this all get started when a previous president had gone off the order of a list?

(Turini): No, this plan is not the product of that situation. This is compliance with accreditation requirements.

(LaSalle): Wasn't there another committee that addressed that situation? Was it an AR?

(Turini): Yes, you should be receiving a recommendation for a revision to AR 7120 soon. That has been three years in the making.

(J. Gilmore): Diane Clerou is also on DBRAAC committee, and there were some things in there that had to be addressed by HR. There was a push to get that going too.

(Turini): The last thing I should point out is that this plan is not perfect as is, which is why there is annual review cycle written into the plan. The plan also recommends that a new, district level group or task force be formed to receive feedback in spring semester and propose changes to the process for the next year.

(Ragan): Do you know when the task force will transition into an actual committee?

(Turini): No, but I assume that it will probably be as soon as the board approves a staffing plan if it still includes a committee. Immediately upon board approval, then the district will work to staff a committee.

(J. Gilmore): Is district office staffing included in this plan?

(Turini): Yes, all are included—district office, the colleges, the centers, and the sites are all entities within the plan.

(LaSalle): How does this plan relate to or inform AR 7120?

(Turini): The work of AR7120 is almost sequential with this one. Assuming this plan is adopted, once a faculty position is identified at the institutional level, the justification for that position is reviewed by the HR Staffing Committee, a recommendation from the Chancellor's Cabinet is made, and if the position is ultimately approved and the resources found to support the position, that is when AR 7120 will step in. This plan is position identification; AR 7120 is the process for hiring once the position is announced.

(Curry): How will local plan play in with this?

(Turini): Because I was serving at the district committee, I have also been asked to serve on the Reedley College HR staffing plan, which had its second meeting last week. We are talking about how we are going to use the data that should be produced from the district level plan, and at the local level we are talking about how to inform not just our current staffing levels but also anticipate a demand forecast. How are we going to grow? Where are we going to grow? If we grow, what are we going to need to make sure students can progress to meet their goals? We are also talking about a supply forecast, like on the classified side, the classification study that has been on for quite some time now. We are looking at our availability of current faculty but also part-time faculty and the area four-year institutions that have graduate programs in our area, because that will impact the availability of potential part-time faculty. We have areas that

do not have graduate programs nearby or programs that do not meet minimum qualifications. There are programs that do not have a ready pool of adjuncts, so we may need to look to employ more full-time faculty. We also are trying to take a look at the demographics to anticipate retirements so we can anticipate what we are going to need and when. These are the conversations we are having as a committee right now to help establish a local plan.

(J. Gilmore): Can we see a report or summary of the work being done by the committee developing a college plan?

(Turini): Yes. I will get Stephanie some information we were given to include as informational items for the next meeting.

(J. Gilmore): Why is Diane Clerou coming to the next meeting?

(Curry): I anticipate that we will have a lot of questions she can answer, and she can hear our feedback on the plan because it is such an essential report.

(Turini): That was my recommendation to Stephanie, since Diane was the chair of this committee and she is the most immediate path to the Chancellor's Cabinet, the step that precedes review and consideration by the Board of Trustees. There was one, final meeting that occurred off-contract, and I did not attend with a few other faculty. Changes were made at that meeting, mostly non-substantive, mainly reorganization, such as shifting information from the document to appendixes. Language was also established that reflects the discussion and direction that the committee was going to have this go. It is in the best interest of our body for the Chair of that committee to hear feedback from our body.

(Lopes): Will we be able to recommend changes to the plan?

(Curry): Executive Committee is putting together its feedback, which will be posted soon in Blackboard under "Informational Items." Send feedback to Emily Berg so we can add it to this document and hand Diane Clerou one copy with feedback at the next meeting.

11. Future Agenda Items
11.1 None

12. Officers' Reports
12.1 President – Stephanie Curry

Highlights:

- SCCCD Board of Trustees Meeting will be held on the Reedley Campus on March 4th 4:30 pm

- Strategic Conversation #3 will be on March 4th 1-4pm (before the BOT meeting) at Reedley College. Topic: Inclusion, Respect and Equity. Invitations in mailbox, need to RSVP.

- Reedley College will be partricipating in the Community College Survey of Student Engagement (CCSSE) this Spring (March). Your class may be asked to take the survey, and there will be some flexibility of when you need to give the survey. (Example of the test and timeline available in Officers Reports folder on Blackboard)

Board of Trustees meeting February 4, 2014

- Presentation on the Governer's 2014-2015 January Budget Proposal.

- Presentation on the 2013 Student Success Scorecard.

- Summer school schedule change (addition of the 4 week session) was approved.

District Title V Coop Meeting

- An open forum to be held on February 18th from 2:00 – 5:00 p.m. at the District Office North, room 308 regarding the district's upcoming Title V "Strengthening Hispanic Serving

Institutions" grant application. Fresno City College will serve as fiscal agent for project management. All campuses are invited to participate in the project's development and implementation. RSVP to cherylyn.crill-hornsby@scccd.edu or SCCCD ext. 6465.

- Reedley College/West Hills Title V Coop Meeting--College Wide Forums Thursday, February 13 at both 11 a.m. (LRC-104, AM-114A, OC-7) and again at 3 p.m. (CCI 208, AM-114A, OC-7). Need representation and input from Madera, as this is a project primarily focused on a partnership between Madera Center and West Hills.

12.2   MOFA – Kristen Mattox. First meeting was held on February 10. The MOFA Executive Committee members are: Past President- Jay Leech; President-elect- Jim Druley; Secretary- Sheryl Young-Manning; Division rep- Loren Palsgaard; Oakhurst rep- Bill Kastanes. We still need two more division representatives to serve. "The Madera/Oakhurst faculty is concerned about our lack of representation on district committees. The DBRAAC allots two seats per college. Because Reedley is comprised of both a college and a center, we feel one of Reedley's seats should be a Madera/Oakhurst faculty member and Madera/Oakhurst is prepared to fill that role. As we strive to "*promote communication and collaboration about college programs, services and activities between Reedley, Madera, and Oakhurst*," it seems to be in the best interest of both students and faculty to have representation on DBRAAC from both our campuses. We ask that Reedley consider our request for equal representation on district committees and work with us to ensure that we are collaborating and communicating positively and effectively."
(Curry): We will definitely look at all committee representation in the fall, our usual cycle for revising membership.
(Mattox): MOFA faculty is also concerned about the CCSSE and other such surveys taking away classroom time. Which classes are they choosing?
(Curry): We do not know yet. Classes will be chosen for statistically validity to get consistent data across campus based on information we provided to them after census.
(LaSalle): How long is the survey?
(Curry): 45-50 minutes.
(Mattox): Is it administered electronically?
(Curry): No. They have created a formula for how they are selecting classes to create consistent groupings, and they use this formula for selecting classes from all participating colleges in the United States. There will be a brief window of time in March in which appointed teachers can select to administer the survey.
(J. Gilmore): Do the questions have to do with student engagement?
(Curry): Yes, and a little of everything else. It will connect to our ILOs, Accreditation, and a lot of other areas.
(J. Gilmore): Is this coming from the district or the college?
(Curry): From the district. Proctors will come to administer the test. Testing will be sometime in March this semester. A timeline is in the President's Report.
(Garza): In the future, will there be more advanced notice?
(Curry): They choose classes after census for accurate numbers, so the timeline will always be short. If we know they are doing it every spring, at least you know that it might happen. All participating colleges test during the same two weeks in March, so the timeline is rigid and structured.
12.3 Vice President for Senate Business – Rick Garza. No report.
12.4 Vice President for Curriculum – Pam Gilmore. K-12 Summit was last Thursday in which Curriculum Chairs and Academic Senate Presidents were the only faculty formally invited. BOT member Dottie Smith, because of her many years in the classroom, would like to see more coordination between K-12 and the district using Common Core. At this summit, we looked at 12th grade Common Core curriculum to compare with our curriculum. All superintendent and principal from the area high schools were there, and the intent was to familiarize community college instructors with Common Core.

(Watts): If that was the intent, why weren't more faculty invited?

(P. Gilmore): The room was packed, but more meetings are being planned for the future.

12.5 Secretary – Emily Berg. No report.

12.6 State Representative – Lore Dobusch. Stephanie and I are signed up to attend Spring Plenary.

12.7 Immediate Past President – Jeff Ragan. No report.

13. Other thoughts

(P. Gilmore): Have any CTE faculty volunteered to go to Leadership?

(Curry): Not yet. The State Academic Senate has specific scholarships this year specifically for CTE faculty for the Spring Plenary and the Leadership Institute. Please forward any CTE faculty nominations to me.

14. Adjournment.

J. Gilmore: Move to adjourn: Garza second. Motion approved.

Meeting adjourned at 2:55pm. Next regular meeting February 25, 2014 (2-4pm) RC-LRC 104, MC - AV1 101D/Oakhurst Center -7.