Reedley College Academic Senate Minutes
Tuesday, October 23, 2012 (2:00-3:30PM)
Reedley Campus LRC 104 | Madera Center AV1-207 | Willow/International Center AC1-149

1. Meeting Called to Order @ 2:03 PM / Quorum @ 2:03
2. Roll Call / Review of Senate Members and Guests.

Officers		Present	Absent
President	J. Ragan	X	
V.P. for Senate Bus.	L. Dobusch	X	
V.P. for Curric.	P. Gilmore		X
Secretary	R. Garza	X	
Rep. to ASCCC	S. Curry	X	
M.O.F.A.	J. Leech		X
Immediate Past Pres.	B. Turini		X
WI Senate Pres.	Jeff Burdick	X	

Guests:	
Michael van Wyhe	Sandra Fuentes
Eileen Apperson	Daniel Nippoldt
Jim Gilmore	Julie Thurber
Daniel Morales	Ryen Hirata
Jan Dekker	John Heathcote
Maria Kelly	
Melanie Highfill	

Department	Senator	Present	Absent	Department	Senator	Present	Absent
Adjunct Fac. (1)	**Vacant**		X	*Fine Arts & Soc. Sci. (1)*	J. Ledgerwood	X	
AG & Nat Resources (1)	N. Gutierrez	X		*Fine Arts & Soc. Sci. (2)*	**Vacant**		X
	J. Soderland		X				
Auxiliary (1)	**Vacant**		X	*Science & Tech. (1)*	R. Fleuridor	X	
Business (1)	E. Sandoval	X		*Science & Tech. (2)*	B. Smith-Bush		X
Business (2)	D. Meier	X		*Phys. Ed. & Health (1)*	J. Hacker		X
Business (3)	F. Underwood	X		*Phys. Ed. & Health (2)*	B. Fonseca		X
Comp., Lit. & Comm. (1)	E. Berg	X		*Phys. Ed. & Health (3)*	**Vacant**		X
Comp., Lit. & Comm. (2)	R. LaSalle	X		*Industrial Tech. (1)*	J. Asman	X	
				Math & Tech (1)	L. Mata	X	
				Math & Tech (2)	C. Montgomery	X	
Counseling (1)	G. Spear						
Counseling (2)	C. Bos	X		*Reading & Lang. (1)*	S. Aguirre		X
Counseling (3)	S. Trimble	X		*Reading & Lang. (2)*	N. Maryanow	X	

3. Consideration of 10/9/12 minutes.
   o S.Curry: Under the College Council Committee report make clear it is the words of J. Ragan.
   o Move to approve 9/25 as amended R. Fleuridor; second C. Montgomery. Approved as amended; 1 abstention.

4. Amend agenda, if necessary.
   Add item 7.6 Presentation of nominees for officers. Move to approve: S. Curry; Second R. Fleuidor.

5. Department Reports

6. Committee Reports

District Standing Committees
   ▪ Communications Council
      Meets Oct. 30th
   ▪ Strategic Planning for District-wide Facilities Committee
   ▪ Information System. Advisory Committee
   ▪ Strategic Planning

District Ad Hoc Committees
   ▪ AR 7120 Review (B. Turini)
   ▪ District Resource Allocation Model Task Force
   ▪ District Staffing Plan Taskforce (B. Turini)

Academic Senate Standing Committees
- Academic Standards
  No report
- Curriculum   (P. Gilmore)
  No report
- Faculty Professional Development (Flex) (L. Dobusch)
  No report
- Equivalency
  No report

Academic Senate Ad Hoc Committees

Faculty Evaluation Form Review (L. Dobusch)

Equivalency Process Review (B. Turini)
No report.

AP Credit Review (R. Garza)
No report.

State Center Federation of Teachers (A.F.T. Local 1533)
No Report

College Ad Hoc Committees
- College Council Committee Review

College Committees
- Salary Advancement
- Scholarship and Financial Aid
- Matriculation
- Staff Development
- Program Review
- Sabbatical Leave
- Technology Advisory

Reedley Campus Committees
- Budget
- College Council
  Meets Oct. 24th.
- Distance Education
- Enrollment Management
- Facilities
- Health and Safety
- Staff Development
- Strategic Planning
- Student Conduct
- Student Success

7. **Old Business**
   7.1 Computer Familiarity Test
   - Move to form an ad hoc committee to further explore what direction to go with the computer familiarity test: S. Curry; Second L. Dobusch. 1 nay: E. Sandoval. 1 abstention: D. Meier. Motion carries. L. Dobusch to chair; D. Morales and S. Curry to sit on committee.

   7.2 Program Review Cycle 3 Handbook revisions.
   - Move to add a Madera Rep. S. Curry; second L. Dobusch. Approved.
   - Move to remove syllabi check box. S. Curry; second L. Dobusch. Approved.
   - Move to add WI Program Review Chair as a voting member. S. Curry; second J. Burdick. Approved.

- Move to approve as amended. S. Curry; second L. Dobusch. Approved.

7.3 RC Committee Operating Agreements (**AS Standing Committees**: RC Academic Standards Committee & W/I Academic Standards Committee; **RC Campus Committees**: Budget, Facilities, Enrollment Management)
- RC Academic Standards COA. Move to add language to acknowledge WI Academic Standards as a subcommittee of the RC Academic Standards Committee. S. Curry; second C. Bos. Approved as amended.
- WI Academic Standards Committee COA. Move to add language to make it clear that this committee is a sub committee of the RC Academic Standards Committee. S. Curry; second C. Bos. Approved as amended.
- Budget COA. Move to change VP to VP of Instruction. S. Curry; second N. Gutierrez. Approved as amended.
- Facilities COA. Move to specify that "exofficio" are not voting members in quorum area. S. Curry; second E. Sandoval. Approved as amended.
- Enrollment Management COA. Move to add additional (second) Academic Senate Rep. S. Curry; second D. Meier. Approved as amended. 1 abstention (C. Montgomery). Approved as amended.

7.4 New Faculty Prioritization Process
- Move to forward the original draft with comments forwarded to administration last year because the current draft sent to the Academic Senate completely disregards those original recommendations. S. Curry; second L. Dobusch. Approved.

7.5 ACCJC request for comments
- Move to postpone to Nov. 13th meeting. R. Garza; second S. Curry. Approved.

7.6 Presentation of nominees for officers.
- S. Curry: At this point, the nominees are as follows:
  PRESIDENT:
  Jeff Ragan (Reading instructor)

  VICE PRESIDENT FOR SENATE BUSINESS:
  Lore Dobusch (Counselor)

  VICE PRESIDENT FOR CURRICULUM:
  Pam Gilmore (Information Systems/Office Technology instructor)

  SECRETARY:
  Emily Berg (English instructor)
  Rick Garza (English instructor)
  Gregory Ramirez (English instructor)
- There are still two nominees from whom we are awaiting a decision regarding their nomination.
- Call for nominations from the floor. None.
- Move to close nominations. S. Curry; second R. Garza. Approved.

8. **New Business**
  - 8.1 RC Committee Operating Agreements (**RC College Committees**: Sabbatical Leave, Distance Education, Salary Advancement) (referred by College Council)
    o Take back to departments for feedback/comments.

  - 8.2 AR 4250 proposed revisions (referred by the RC Academic Standards Committee)
    o Take back to departments for final feedback/comments.

  - 8.3 Faculty Evaluation forms (referred by RC Faculty Evaluation Form Review *ad hoc* Committee)
    o Take back to departments for feedback/comments.

  - 8.4 RC Procedure Governing Program Revitalization, Consolidation, Suspension, and/or Discontinuance (referred by College Council)
    o Additional comments from College Council. Exec. reviewed them and determined to be non-substantive; in fact they were actually concerns expressed rather than calls for changes.
    o Move to suspend the rules and make a one item hearing.
    o Move to approve as submitted. R. Fleuridor; second D. Meier.
    o J. Ragan: I will take back to College Council and let them know that we have approved the document and noted the concerns.

9. **Informational Items**
    9.1   Budgetary Processes update (VP of Admin Services, Donna Berry)
    • S. Curry/M. Highfill reporting in place of Donna Berry

   Budget Committee has been discussing a new process to distribute the RC budget. With the future implementation of a district resource allocation plan we need to be more strategic about how we develop the RC budget. The plan is also to make the budget and budgeting process transparent.
    • New process would include all funding including: general fund, lottery, Perkins etc. RC and MC would request fund independently but with same form.
    • The proposed budget process would also link program review and strategic planning to all funding not just our RAPP process. For Accreditation this links in with our Integrated Planning Model.
    • Budget Committee looked at several models including the RC RAPP process, the MC Action Plan process and the Budget forms from Mt. San Jacinto and Porterville College.
    • New form ask Programs to list all expenses, prioritize them, link them to program review and strategic plan goals and provide short justification statements. Justifications statements will be extremely important to help prioritize expenditures
    • The previous 4 years of budget actuals will be provided (by the Administrative Services) to help programs complete form. Extensive training will also be available to help with the process.
    • Once the form is completed it will be sent through a review and verification process through Department Chairs, Deans, Vice Presidents and then to the Budget Committee
    • Similar to the RAPP process the committee will verify the programs links to program review and strategic plan goals and evaluate all requests for potential funding sources. The budget committee may ask for further information from programs to help develop prioritizations.
    • Budget Committee will make recommendations to the College Council
    • Budget Committee is still discussing the fine points of the evaluation and recommendation process and discussing how to integrate the college goals.
    • The members of the Budget Committee will be using their own programs to test the form
    • Once the Committee has finalized the form and the review process it will come through constituency groups for review and approval.

    9.2 Pilot Project – Common Assessment introduction (Ryen Hirata)
    • CVHEC looking for help to develop common assessment pilot.
    • CVHEC has selected McCann for the pilot project because they are offering a "customizable" test.
    • R. Hirata: I'm looking for approval for RC to go forward with the project; colleges may decided the level of involvement they want to have.
    • M. van Wyhe: What's the benefit to RC? R. Hirata: Someone else is funding the purchase of the test.
    • M. van Wyhe: Why is McCann the only company stepping forward for this project? R. Hirata: I don't know.
    • S. Curry: What grant is funding this? R. Hirata: The funding has been secured by CVHEC, but I'd have to go back and look up the specific grant.
    • R. Garza: What if we do all the work to craft the test, only for the State Chancellor to not select this test for statewide assessment. R. Hirata: There is no guarantee that it will be.
    • M. Kelly: Is there any evidence that this is more accurate that what we are already using? R. Hirata: Right now we'd be looking to implement this in addition to tests we are already using to compare.
    • L. Dobusch: If this is customizable by location, who is it common? Will faculty be compensated for their work? R. Hirata: The test itself is customizable in content but will be the same across locations. The external stuff can be different, but the content will be the same. I will need to get more information in regards to compensation.
    9.3 Pilot Project – Common Assessment faculty roundtable (Julie Thurber, Eileen Apperson, John Heathcote, and David Nippoldt)
    • E. Apperson. There were a lot of unanswered questions that left many at the meeting very frustrated. Many concerned that this will be a lot of work for the faculty that may not ultimately be used. McCann's tests have been used in Florida and Virgina. There are reports that curriculum in those states has had to be rewritten for the tests. Taft and COS have pulled out. West Hills is going forward with it, but without consent of the Academic Senate.

- D. Nippoldt: McCann had no data from Florida in regards to ESL. They were not able to adequately answer my question in regards to how their tests meet the needs of multi-lingual students. They said they didn't know. This is surprising given Florida has a high population, like we do, of multi-lingual students. If we chose to participate in this, it should only be in addition to what we are already doing.
- J. Thurber: There was concern in regards to the push to get this done. They wanted us to sign up on the spot. The meeting was quick and the answers were brief. The was an emphasis on the test capable of being ready in a matter of weeks.
- J. Ragan: Take this back to your departments. What direction do we want to go with this? We can bring back Ryen and the faculty who attended the meeting to answer further questions.

10. **Future Agenda Items**
    - 10.1 Program Review procedures
    - 10.2 Staff Development Committee procedures

11. **Officers' Reports**
    11.1 President – Jeff Ragan

    11.2 WI Academic Senate President – Jeff Burdick
    	No report

    11.3 MOFA – Jay Leech
    	No report

    11.4 Vice President for Senate Business – Lore Dobusch
    	No report

    11.5 Vice President for Curriculum – Pam Gilmore
    	No report

    11.6 Secretary – Rick Garza
    	No report

    11.7 State Representative – Stephanie Curry
    	Area A materials posted. Please take a look.

    11.8 Immediate Past President – Bill Turini
    	No report

12. **Other thoughts**

Meeting adjourned at 4:06 PM. Next Meeting Nov. 13th.