

October 9, 2013 - 3:00 PM –5:00 PM

1. CALL TO ORDER—President Valentino called the meeting to order at 3:04 p.m.

ROLL CALL –

Executive Members Present (7)

Demanett; DeKruif; Gruet; Stephenson; Valentino; Velasquez; Ybarra

Executive Members Absent (0)

Senators Present (46)

Adams; Alvarado; Anderson L; Aparicio; Baker; Bates; Bertolani; Bolen; Brewer; Carrigan; Dana; Dancey; DeAnda; Doud; Ferrer; Frain; Gilmore; Guzman; Halderman; Heyne; Kawagoe; Kelley; Khan; Lupian; Martinez; Natal; Nelson; Pacheco; Poole; Porteous; Prandini; Rutishauser; Sanchez; Santos J; Sarkisian; Schmalte; Semien; Shapazian; Shelley; Slaton; Smith M; Tarazi; Thurston; Vang; Voorhees; Williams

Senators Absent (8)

Anderson S; Brandl; Davies; Potter; Rosendale; Santos G; Smith B; Smith L

Proxy (0)

Guests (3)

David Manyvanh – ASG; Aaron Pankratz – Instruction Subcommittee; Diane Staebler – MSE

2. APPROVAL OF THE MINUTES—The minutes were approved with minor corrections.
3. ANNOUNCEMENTS – *(1 minute)*
 - 3.1 Senator Prandini announced that student presenters will screen and discuss three short “trigger films” they have created that highlight student opinions about reading assignments at FCC. The screening is scheduled for October 10, 2013 at 6:30 p.m. in the Staff Dining Room.
 - 3.2 President Elect Stephenson announced the upcoming panel discussion sponsored by the FCC Campus and Community Colloquium, “Mirror Mirror on the Wall....: A Panel Discussion of Beauty, Women, and the Media” is scheduled for Thursday, October 17, 2013 from 7:00 p.m. – 9:00 p.m. in the Old Administration Building (OAB) Skylight Room (Room 251).
4. OPEN FORUM – *(3 minutes)*

None

5. EXECUTIVE BOARD OFFICERS' REPORTS

5.1 President – Mary Ann Valentino

5.1.1 President Valentino has given the following assignments to committees:

- Curriculum Committee – review Program Course Waiver and Substitution form.
- Shared Governance Committee – ACCJC Resolution
- Instruction Committee – Student Evaluation form (Student Response Questionnaire)– President Valentino also asked the Distance Education Committee if they could review the form to see if anything new needs to be added. The revised form was previously approved by the Senate on December 5, 2007 but never moved forward to the Vice President of Instruction.

5.1.2 President Valentino signed the Basic Skills End of Year Report that is due to the State Chancellor's Office on October 10, 2013. President Valentino met with Donna Cooper, Basic Skills Coordinator and discussed issues relating to the committee. The committee will review the operating agreement. In addition, President Valentino stressed the need for more regular and detailed reports to the Senate.

5.1.3 Instructional Calendar – President's Holiday - President Valentino contacted the State Academic Senate and spoke with Beth Smith, Senate President, to find out if the State Senate had discussed the issue. State Academic Senate President Smith indicated that the issue really hasn't come up in Senate discussion; however, she will take the issue to the Council of Faculty Organizations.

5.1.4 President Valentino sent the Senate recommendations to the Integrated Planning Model and Manual to Deborah Blue, Tony Cantu, and Jothany Blackwood. The document will be going to the Chancellor's Cabinet and will come back to the Senate for approval during the November 6, 2013 Academic Senate meeting.

5.2 President Elect –Wendell Stephenson

No report

5.3 Past President – Linda DeKruif

5.3.1 The Budget Advisory Committee met October 2, 2013:

- As a follow-up to her last Senate report, the \$14,000 from the campus reserve allocated for new student initiatives will be distributed through the Office of Instruction. Tim Woods, Vice President of Instruction, will notify department chairs when his office is ready to accept proposals. The Action Plan Funding Request form should be used to request funds. The process which is used to decide Decision Package funding will be used for deciding funding proposals for new student initiatives.
- The committee is working with the group assigned to work on the Accreditation Standard that addresses budget and financial matters, and will start to gather evidence as appropriate.

5.4 Membership Secretary – Karin Gruet

No report

5.5 Officer at Large – Sarah Velasquez

No report

5.6 Curriculum Chairperson – Kerry Ybarra

5.6.1 The Curriculum Committee is currently seeing issues with faculty trying to fit their curriculum with the Transfer Model Curriculum (TMC) templates from the State Chancellor's Office. Curriculum Chair Ybarra encouraged faculty to contact her if they are receiving requests from the FCC Articulation Officer to make changes to courses they are not comfortable with.

5.7 Recording Secretary – Paula Demanett

No report

6. COMMITTEE REPORTS

6.1 Basic Skills – Monique Kelley

6.1.2 The committee met September 25, 2013:

- The committee discussed and finalized the Campus Action Plan and Report. The report is due to the Chancellor's Office on October 10, 2013.
- The minutes are available on Blackboard.
- The October 9, 2013 meeting was cancelled.
- The next meeting is scheduled for October 23, 2013.

6.2 Budget – Doug Halderman

6.2.1 The committee met October 9, 2013:

- The committee is discussing a process for requesting co-curricular funds and is considering adopting or modifying a current form. Senator Halderman indicated that there might currently be a co-curricular funding group. He will contact President Valentino with the details and instructions for how the committee should proceed.
- The next meeting is scheduled for November 6, 2013.

6.3 Certificated Personnel – Melinda Brewer

6.3.1 The committee met October 9, 2013:

- The committee is working on fine tuning the process for the Hayward and Stanback-Stroud Awards.
- Nominations are due October 11, 2013 and letters of congratulations will be sent.
- The next meeting is scheduled for October 23, 2013.

6.4 Equivalency – Jerry Thurston

6.4.1 The committee met:

- The committee approved one equivalency petition.
- The next meeting is scheduled for October 22, 2013.

6.5 Instruction – Victoria Frain

6.5.1 The committee met September 18, 2013:

- Senator Frain addressed an issue regarding the use of personal printers on campus. She was recently informed that she could not connect her

personal printer to her work computer, nor get technical support. Instead, she has to use her division's printer that is located in another unsecured area, which raises privacy/security concerns because she often has to print confidential student information. President Valentino stated that she would follow up on the issue. Senator J. Santos, Chair of the Instructional Technology Committee, stated that she would research the issue as well. This will be a Future Agenda Item.

6.5.2 Aaron Pankratz provided additional information regarding the attendance taking issue. He has been in an ongoing discussion with Francis Lippman, FCC Admissions and Records Manager, and Pedro Avila, District Dean Admissions and Records, Enrollment Management, regarding the district's stance on submitting attendance records.

6.5.3 The committee had been tasked by the Academic Senate to review the Pre-requisite Waiver Challenge form to determine if the form is in compliance. Aaron Pankratz cited a document from the State Chancellor's Office, "Guidelines for Title 5 Regulations Section 55003 *Policies for Prerequisites, Corequisites and Advisories on Recommended Preparation*" adopted by California Community Colleges Board of Governors March 2011, and stated that the form is out of compliance. The committee recommends that the Senate form a taskforce to set up a challenge process that adheres to the State Chancellor's Office Guidelines. President Valentino stated that she will need a formal request from the committee requesting the formation of a taskforce.

6.5.4 The next meeting is scheduled for October 16, 2013 at 4:00 p.m. in BE 220.

6.6 Instructional Technology – Jeannie Santos

6.6.1 Technology Advisory Committee (TAC) report:

- Don Lopez, FCC Director of Technology, has submitted another formal request for a Web Master to the Strategic Planning Council (SPC) and FCC President Cantu.
- A policy is being developed for the development of applications by staff (tables/smart phones). The committee is currently considering 508 compliance and restriction regarding apps that may want to access protected records.
- Faculty have inquired about the process for prioritization for operating system and other upgrades to office computers. According to FCC Director of Technology Lopez, there is a 4 to 6 year cycle to upgrade. Windows XP should no longer be used. If faculty/staff need an upgrade, a ticket can be created through the help desk.
- As an item for future consideration, the committee is looking to replace desktops with a "virtual desktop" which would be accessible online from any location. The committee is currently discussing security issues and viability.
- The committee is currently discussing the issue regarding the need to repeatedly accept the Acceptable Use Policy when accessing the SCWIFI

network. FCC owned tablet/devices do not need to repeatedly accept the computer use policy.

- Some older devices and EBook readers such as Nook or Kindle cannot log into the wireless network due to security issues.

6.7 Shared Governance –Gennean Bolen

6.7.1 The committee met September 18, 2013:

- The committee is reviewing the function of the Shared Governance Committee. In addition, the committee is considering using the Integrated Planning Manual as a template for the Shared Governance Manual.
- The next meeting is scheduled for October 16, 2013 at 4:00 p.m. in the Humanities Conference Room.

6.8 Student Welfare – Scott Porteous

6.8.1 The committee met October 9, 2013:

- The committee is finalizing two resolutions to bring to the Senate:
 - Deaf Interpreters –[Sign Language Interpreters]
 - Testing Room
- The next meeting is scheduled for November 6, 2013 at 2:30 p.m. in the Staff Dining Room.

6.9 Travel and Conference – Julie Dana

6.9.1 The committee met October 9, 2013:

- The committee approved six requests for funding.
- The committee will fund up to \$600 per faculty per request or \$2,400 per conference. The directions and applications for funding are available on the committee page on the Senate Blackboard site. FAQs will be added.
- The committee reviewed the operating agreement.
- There will be a Flex Day activity scheduled for the Spring.
- The next meeting is scheduled for October 23, 2013.

6.10 Ad hoc and/or campuswide and districtwide committees

**President Valentino informed the Senate that in order to provide effective communication, campus and district committee reports will be itemized on the agenda for Reports meetings. Starting with the November 6, 2013 Reports meeting, both the District Strategic Planning Committee (DSPC) and District Budget and Resource Allocation Advisory Committee (DBRAAC) will be listed under “6.10.2 Districtwide committees.”

6.10.1 Campuswide committees

- Enrollment Management – Lydia Anderson
 - ❖ Senator L. Anderson is the new chair of the committee.
 - ❖ The committee had a special meeting last week regarding enrollment priorities.
 - ❖ The District Enrollment Management Taskforce has requested feedback on enrollment priorities. The committee will be reviewing each campus’ recommendations. The final District

Enrollment Management Committee recommendations will be coming to the Senate for vetting.

- ❖ There is currently a very short window to get into compliance for Student Educational Plans (SEP). Students will need to have a SEP in order to fall into one of the priority enrollment groups. Senator L. Anderson stated that counseling staff are working very hard to ensure that students have SEPs. Curriculum Chair Ybarra inquired if students have been notified regarding the need to have an SEP. Membership Secretary Gruet is a member of the District Enrollment Management Committee and replied that no email has been sent, but the committee will be discussing the issue at the next meeting.
- Outcomes and Assessment – Lorraine Smith
Absent
- Program Review – Mary Ann Valentino
No report
- Other

7. COMMUNICATIONS

7.1 AFT Report – Paul Gilmore

7.1.1 Senator Gilmore informed the Senate that the AFT did not have meeting last week due to a death in Lacy Barnes' family.

7.1.2 Senator Gilmore expressed concerns about the letter from ACCJC that is on the concent agenda for the Board of Trustees meeting.

7.2 Classified Senate – Keelin McCabe (Mary Ann Valentino)

7.1.2 The September 18, 2013 meeting was cancelled. The next meeting is scheduled for October 16, 2013 from 2:00 p.m. – 3:00 p.m. in OAB 226.

7.3 ASG Report –David Manyvanh

7.3.1 ASG Representative Manyvanh reminded the Senate of three upcoming events:

- The Ramburger is scheduled for October 16, 2013.
- Homecoming is scheduled for October 19, 2013.
- The Fall Carnival is scheduled for October 31, 2013. The ASG is still taking candy donations. President Valentino suggested that senators bring their candy donations to the next Senate meeting on October 23, 2013.

8. UNFINISHED BUSINESS

8.1 Districtwide Technology Committee OA – Discussion and Vote

8.2.1 President Valentino explained that the operating agreement was voted down during the September 11, 2013 meeting and the following recommendations were made:

- Membership needs to be clarified as to the allocation and appointment of faculty representatives from each campus.
- The committee chair be elected by the committee members because this will align with how other committees elect chairs.
- Quorum needs to be addressed.

8.2.2 A motion was made to approve the document as is. MSC (DeKruif/J. Santos)

8.2 Program Review Committee Recommendation – Discussion and Vote

- A motion was made to approve. MSC (Velasquez/Stephenson)

8.3 Follow-Up Report to Accreditation Recommendations – Discussion and Vote

8.3.1 President Valentino explained that changes have been made to the document after it was posted as a First Read at the last Senate meeting. After discussing with Parliamentarian Schmalte, it was determined that since the changes to the document were minor recommendations, the Senate can vote on the document. President Valentino reviewed the Senate recommendations and went over the new changes and provided clarification on the document.

8.3.2 A motion was made to approve the document as is. MSC (DeKruif/Gilmore)

9. NEW BUSINESS

9.1 Active Shooter Training – Discussion

9.1.1 President Valentino explained that the Senate asked for this item to be placed on the agenda. President Valentino will take the Senate concerns/recommendations to the President’s Advisory Council (PAC) during its next meeting scheduled for October 31, 2013. President Valentino spoke with Joseph Diebert, FCC Occupational Health & Safety Officer. He stated that there are two phases to the training: 1) PowerPoint presentations with discussions; 2) simulations planned by the district planning group which includes the District Police and Darren Cousineau, District Director of Environmental Health and Safety. Occupational Health & Safety Officer Diebert indicated that the planning group have not agreed on what type of simulation will be used, if any.

9.1.2 After discussion, the following motion was made:

- The Academic Senate has significant concerns with respect to “active shooter simulations” on our campus. The Academic Senate requests that any proposals regarding “active shooter simulations” be vetted through constituencies before they are implemented. We also recommend that any simulations are done outside of class time, on a voluntary basis. MSC (Ybarra/Gilmore)

10. Call for Future Agenda Items

10.1 PTSD presentation - ASG

10.2 Policy on use of personal printers

10.3 Invite Renee Craig-Marius, Matriculation Officer, to discuss SB 1456

10.4 Criteria for First Alert text messaging

11. Future Agenda Items

11.1 Campuswide Staff Development Coordinating Committee OA – Discussion and Vote

11.2 Curriculum Committee OA – Discussion and Vote

11.3 Area of First Review – Discussion and Vote

11.4 FCC Student Success Plan – Discussion

11.5 Academic Senate Bylaws – Discussion

11.6 Guiding Principles for SLOs – Lorraine Smith

12. Adjournment – President Valentino adjourned the meeting at 4:54 p.m.

Next Regular Meeting –October 23, 2013

3:00 – 5:00 pm at the Staff Dining Room

Fall 2013 Meetings:

November 6

November 20

December 4

Reedley College Academic Senate Minutes
Tuesday, October 22, 2013 (2:00-3:30PM)
Reedley Campus LRC 104 | Madera Center AV1-207

1. Meeting Called to Order/Quorum 2:03PM

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

Guests:	
Sheryl Young-Manning (Proxy for Jay Leech)	

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

2. Roll Call / Review of Senate Members and Guests.

3. Consideration of 10/8/13 minutes.

Zigler should be marked as present; did not sign the roll sheet.

S. Curry: Move to approve as amended; second B Turini. Approved.

4. Amend agenda, if necessary.

5. Department Reports

No Reports

6. Committee Reports

District Standing Committees

- Communications Council
- Strategic Planning for District-wide Facilities Committee
- Information System. Advisory Committee
- Strategic Planning
Meeting, developing glossary.

District Ad Hoc Committees

- AR 7120 Review (B. Turini)
Trying to schedule a meeting

- District Budget Resource Allocation Advisory Committee
Narrative has been developed, going to Communications Council.
- District Staffing Plan Taskforce (B. Turini)
Met on 10/7/13 from 8-12. Working on ensuring that they are comparing apples to apples in comparing staffing plans.
- District Signature Programs (P. Gilmore)
- District Technology Taskforce
- Computer Familiarity Test (L. Dobusch)

Academic Senate Standing Committees

- Academic Standards
- Curriculum (P. Gilmore)
10/24: Last meeting of the semester for course modifications—second hearing; 10/29 Pre-ECPC; 10/31 No meeting; 11/7 Meeting to discuss items tagged at pre-ECPC; 11/14 First meeting of the ad hoc committee to update the RC Curriculum Handbook; 11/15 ECPC.
- Faculty Professional Development (Flex) (L. Dobusch)
Working on meeting time.
- Equivalency (B. Turini)

Academic Senate Ad Hoc Committees

- Equivalency Process Review (B. Turini)
Working on adding a new process.
- State Center Federation of Teachers (A.F.T. Local 1533)
Sent out perspective on accreditation law suits.

College Ad Hoc Committees

- Educational Master Plan (Cooley, Apperson, Garza, LaSalle, A. Martinez, Millar, Ortiz, Piper)
Meets today

College Committees

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

Reedley Campus Committees

- Budget
- College Council
- Distance Education
- Enrollment Management
- Facilities
Widening of Reed Ave. brought up again; discussions still very preliminary.
- Health and Safety
- Staff Development
- Student Conduct
- Student Success

7. Old Business

7.1 REVISED District Technology Advisory Committee Operating Agreement (referred by office of SCCC Vice Chancellor, Educational Services & Institutional Effectiveness)

- Motion to add a statement that requires each constituent group be represented: B.Turini; second S. Curry.
Approved

- Comments: Consistency issues: use “applied for candidacy” or “granted candidacy”; bullet points/numbers/letters need to be consistent—choose one; some references to DTC that should be DTAC now that title has changed.
- Motion to approve as amended: S. Curry; second B. Turini. Approved

7.2 REVISED RC Budget Committee Operating Agreement and documents(referred by RC Budget Committee)

Motion to approve COA as submitted: B. Turini; second R. LaSalle. Approved.

Motion to approve Calendar/Graphic as submitted: S. Curry; second R. LaSalle. Approved

7.3 Nominations for 2014 Executive Committee officers (referred by RCAS Executive Committee)

- B. Turini presented ballot as it currently exists: President: J. Ragan, S. Curry; VP: R. Garza; Curriculum: P. Gilmore; Secretary: E. Berg; State Rep.: L. Dobusch.
- Nominations remain open until the 8th.

8. New Business

- 8.1 Computer Familiarity Requirement recommendation (referred by RC Computer Familiarity Requirement Review Ad Hoc Committee)
- 8.2 SCCCD Signature Programs documents (referred by SCCCD Communications Council)
- 8.3 SB 1456 Enrollment Priorities Draft and documents (referred by SCCCD Communications Council)
 - District Dean of Admissions Pedro Avila presented material implementation of SB1456—modifications to enrollment priorities. Groups defined to meet state standards. Timeline: looking for board approval in January, and implementation in summer/fall.
 - J. Gilmore: will counselors be added to address the increased workload with students needing SEPs? P. Avila: Yes, we are adding adjunct counselors now. L. Dobusch: We feel our department will be able to accommodate our students.
 - P. Avila stated that current data shows 7000 students do not have student education plans. Random sampling by L. Dobusch and C. Bos indicate this data is inaccurate. P. Avila stated the data queries needed to be redone.
- 8.4 RC Facilities Committee Operating Agreement (referred by RC College Council)

9. Informational Items

- 9.1 SCCCD AR 3280 - Grant Process documents (referred by SCCCD Communications Council)
 - The tasked President Ragan with inviting George Railey and Shelly Conner to present this material, as grants have academic/professional implications that fall under the prevue of the academic senate.

10. Future Agenda Items

- 10.1 Program Review procedures
- 10.2 Staff Development Committee procedures
- 10.3 DBRAAC
- 10.4 REVISED District Integrated Planning Manual
- 10.5 RC Sabbatical Leave COA
- 10.6 International Baccalaureate Examination
- 10.7 Academic Senate recommendations for timing of implementation of new evaluation forms

11. Officers' Reports

- 11.1 President – Jeff Ragan
 - BOT meeting—several approved items, of note the instructional calendars were approved.
- 11.2 MOFA – Jay Leech
 - Discussions with Caldwell to add a third division to better align with RC.
- 11.3 Vice President for Senate Business – Lore Dobusch
- 11.4 Vice President for Curriculum – Pam Gilmore
- 11.5 Secretary – Rick Garza
- 11.6 State Representative – Stephanie Curry
 - State Academic Senate Award Nominations Ballot and Voting. S. Curry will contact winning program. Next up, Hayward Award nominations.
- 11.7 Immediate Past President – Bill Turini

12. Other thoughts

Meeting adjourned at 3:29 PM. Next meeting November 12th.

Willow International Community College Center
Academic Senate Minutes
October 8, 2013 @ 4:00 – 5:00 pm.
AC1-293

Article II – Purpose:

The purpose of the Academic Senate shall be to represent faculty as a vital element of a system of shared governance with regard to academic and professional, personnel and fiscal matters, as specified in Section 70901 of the California State Education Code, Title V of the California Code of Regulations and State Center Community College District Board Policies.

California Code of Regulations, Section 53200(c): "Academic and professional matters" means the following policy development and implementation matters:

(1) curriculum, including establishing prerequisites and placing courses within disciplines;

(2) degree and certificate requirements;

(3) grading policies;

(4) educational program development;

(5) standards or policies regarding student preparation and success;

(6) district and college governance structures, as related to faculty roles;

(7) faculty roles and involvement in accreditation processes, including self-study and annual reports;

(8) policies for faculty professional development activities;

(9) processes for program review;

(10) processes for institutional planning and budget development; and

(11) other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

1. Call to Order - 4:00 pm

2. Roll Call

Executive Committee:

Position	Officer	Present	Absent
President	Jeff Burdick	X	
Vice President	Diane Schoenburg	X	
Secretary/Archivist	Jon McPhee	X	
Curriculum Chair	Cynthia Elliott	X	

Senators:

Department	Senator	Present	Absent
Student Services	Erica Johnson	X	
Student Services	Rachel Moring-Garcia		X
Math and Sciences	Roger Hitchcock		X Brent Nabors is sitting in.
Math and Sciences	Tony Abbott		X
Business and Social Sciences	Liz Romero		X
Business and Social Sciences	Matthew Alanis	X	
Humanities	Kirtley King		X
Humanities	Jennifer Simonson	X	
Adjunct Representative	Tiffany Sarkisian	X	

Guests: Jared Dalley, Michael Stannard

3. Approve Agenda

Jeff moved, Matt Seconded

4. Approval of Minutes for Sep 24, 2013 Meeting

Matt Moved, Jennifer seconded. Jeff and Cynthia abstained .

5. Open Forum: Delegations, Petitions, & Communications

6. Officer & Committee Reports

6.1. President – Jeff Burdick

1. District documents that will be arriving for our review and/or approval: The signature program document, the enrollment management priorities document, the grant procedures document. Please be sure that you read these before the next meeting (see our web page) and come in with comments, suggestions, etc.

2. At our next meeting, the enrollment priorities document will be presented by Pedro Avila and, probably, by some of our representatives to the committee.

3. The state academic senate is preparing for Plenary in November. Proposed resolutions are on their website: asccc.org. It is a good idea to look at them and let me know your thoughts. I will be attending the Area A session for refining these (and other) resolutions on the 18th. Resolutions will continue to be posted until Plenary in November.

4. The state Academic Senate's task force on student equity, of which I am a member, has begun meeting with the intent of writing resolutions and suggesting courses of action to ensure that our campuses are recognizing and supporting diversity.

5. This afternoon, I attended a webinar on the modules for Program Review and SLOs offered by Curricunet. Administration would like our input on this. It is the plan to buy and implement the system this year, sooner rather than later. It will allow us seamless reporting for both PR and SLO and should improve the program review and accreditation processes since the information will be in one place.

6. The Needs Study will go before the board on Thursday as will a resolution that supports the effort to become a college. As soon as it is approved, it will be sent to the state Chancellor's office for approvals. We have already received the budget office's estimate of enrollment, which clearly indicates the growth potential of the college.

6.2. Vice President – Diane Schoenburg

I will be sending out the committee list one more time. There was an issue about the number of committees we are on.

Jeff: Kelly and I have been talking about this. We are looking at ways to allow people to drop away or skip meetings when not needed. It will be more of an understanding than a policy. We will also try to go to sub-groups. Ex: enrollment management.

Jeff: Also, Kelly and I met about adjunct recognition. We are looking at some kind of a plan with gifting (perhaps a flash-drive), letters, and a pamphlet inviting them to meetings, etc. We are also looking at longevity recognition.

6.3. Secretary/Archivist – Jon McPhee

No report.

6.4. Curriculum Chair – Cynthia Elliott

We meet two weeks ago and we are meeting next Monday to finalize the COR which we will bring to the senate for review. We are also looking at transferring courses over from Reedley and FCC and if there are courses at other colleges. We don't want to bring in courses that we don't foresee offering within the next two years.

Dianne: Can we transfer over courses later?

Cynthia: Yes.

Tiffany: Are you putting in course descriptions?

Cynthia: Right now I'm putting in the name and where it's from for SEPs.

7. Old Business

7.1. DE & Tech Advisory Committee Operating Agreement – 2nd Read: Erica Johnson

Brent: I have a draft for the DE Tech Committee Operating Agreement.

I added a section for the sub-committee. It's a non-voting body. We tried to make the sub-committee as open as possible. We want to include others. Faculty instructors who teach online

Jeff: It has to be faculty driven. The faculty has to make the decision.

Jeff: You have to have the power to vote and take here or CCC as faculty.

Jeff: On the DE sub-committee. You are going to have to have decision making by faculty only to live up to ten plus one.

Cynthia: You could do that within the committee or through a liaison to the academic senate.

Brent: The TAC part of DETAC is not under academic senate.

Jeff: You make recommendations to us and we pass it and carry it forward.

Brent: A big issue is how to deal with co-chairs.

Brent: I'd like to reach out to the part-timers and full-timers online. But first I need the subcommittee to be formed.

Dianne: Who makes up the sub-committee?

Brent: There is no number on that. I want to bounce off ideas.

Jeff: I move that we accept this as amended.

Cynthia: "In the event of a vote on ten plus one issues, only faculty will vote and the liaison will take the result to the academic senate." - Under DETAC composition section.

Cynthia moved to approve as amended, Jeff seconded.

7.2. District TAC Operating Agreement – 2nd Read

Dianne: Will there be a liaison between District TAC and DE TAC?

Jeff: The visioning statement is being approved at Thursday night's board. You should hear from George Railey within the week.

Jeff: This will be on the next agenda as well as the second read and a vote.

Cynthia: Moved to table to the next meeting, Jennifer seconded it.

8. New Business

8.1. Signature Programs Task Force – 1st Read

Jeff: There will be minor changes before the second read.

Jeff: Somewhere in our self-study a few years ago ACCJC decided we need to create a task force for it.

Jeff: Each campus gets to decide how to decide what is a signature program.

Cynthia: All signature programs are vocational by definition.

8.2. Curricunet: PR/SLO components

Cynthia: If we input the data it will generate the program review for us. Text boxes open for you.

Mike: Why is that the only system they are looking at? Why aren't we looking at other ones?

Cynthia: Instead of having to call the tech in we will be able to design this and move the boxes around.

Cynthia: With the upload of student SLO assessment is done by professor and course. With this the professor names would be right there.

Jeff: They could design the modules around that.

It is the consensus of the senate that we should move forward with PL/SLO modules.

8.3. Adjunct Elections - Discussion

Tiffany: I am already starting an adjunct group and have sent out a survey to all adjuncts on campus. Now it's about finding the best time. I'm thinking about having two meetings a semester. I'm thinking one in the morning and one in the evening.

Jeff: You might want to set up a senate site on our BB. They do get the mailings though.

Jeff: They are attempting to give us two full hours for the adjuncts. It will also be flex time for people who go to this. It will be a chance to meet with them.. The point of this is to give them time with the instructors.

Tiffany: I still get questions on how to do administrative tasks.

9. Information Items

9.1. Class Cap Discussion Group

Michael: I have a question. ART 6 which the Reedley College designated as a seminar class. What's the cap supposed to be?

Cynthia: I say 15 so they can give presentations.

Michael: An e-mail went out that honors courses have been capped at 30, others have been capped at 50, some have been at 44. Answer: leave as is.

Michael: I have one other question; the CCC manual will be the participatory governance manual?

Jeff: It's not a miss-print. It doesn't occur in the ed-code. We don't have shared governance.

Michael: What is the role of the senate in class caps and LGI?

Jeff: The state academic senate in 2009 did a paper that it's a 10 plus 1 item. The Chief Instructional Officer did a paper that it's the exact opposite. I don't know where it comes down.

Cynthia: there was a report of class caps and there was a comparison of different courses.

Discussion Points:

- There's a problem when the input of the faculty isn't taken into account when decisions are made.
- If we were in a private college we would have a lot more say. We will not be able to make the arguments as strongly.
- I would love to see caps down to 25 a piece for most classes where they write.
- If you have a humanities class with substantial writing you should be able to write the cap into the outline and they should have to honor that.
- The class cap group is supposed to develop a process for it.

10. Future Agenda Items

- 10.1. SB1456 Student Success Act – enrollment priorities
- 10.2. Reader Role – Ed Code
- 10.3. Revisit Constitution for Update (e.g., past president; absence policy)

11. Adjournment: 4:55 pm

Next Meeting – October 22nd

Willow International Community College Center's Mission Statement: The mission of Willow International Community College Center is to provide affordable and comprehensive educational opportunities to a diverse population of students who seek opportunities for basic skills development, associate degrees, certificates, transfer, and lifelong learning that will enable them to become engaged participants in local and global communities. Student success will be measured through a continuous improvement process with an emphasis on student learning