

ACADEMIC SENATE MEETING
OCTOBER 28, 2008

PRESENT

Larry Adams, Peter Calvert, Barbara Durham, Alejandra Gutierrez, Debra Kaczmar, Stelvio Locci, Kelly Locke, Peggy Mayfield, Cathy Noble, Sharon Radel, Heidi Ramirez, Ann DeJesus Riley, Nancy Schur, Steven Triano, Mary Young

ABSENT

David Kopp, Melissa Stave, Yvonne Reid

GUESTS

Mary Dominguez, Liz Estrella, Jennifer Fellguth, Ron Waddy

CALL TO ORDER

Kelly Locke called the meeting to order at 3:09 p.m.

ADOPT AGENDA

The agenda was adopted. MSU (Calvert/Young) no abstentions

Motion

Approve Minutes

Discussion of the minutes was held on minor spelling errors; pros and cons of less detail/more detail, and format. A statement was added clarifying their discussion on quality control by adding the statement "maintaining rigor of DE courses to match that of the face to face curricula". The October 14, 2008 minutes were adopted. MSU (Locci/Young) no abstentions

Motion

**PUBLIC
COMMENTS**

A brief general statement was made regarding putting cameras in the parking garage.

**PRESIDENT'S
REPORT**

Kelly gave a progress report on issues discussed at past meetings.

Accuplacer

The group met on the accuplacer cut score revision. The math department got a report from Jim Riley who is serving/representing the math area. Kelly assumes that the other areas will be enlightened by the people who are representing their area. A meeting will be held with Dr. Gordon to change the scores for Math for one of the levels that will hopefully alleviate the difficulties they are finding. She did not get a report back from English or ESL, but she does know they met and are looking at revisions to the process as there is a timeline issue for Spring registration.

Safety

Kelly had a brief conversation with Bill Meyers that there had been a training for a group on October 24.th Bill has been tasked with doing a revision of the personnel and the organizational structure titles, etc., in the safety plan. Currently that is part of what is out-of-date--who is to do what, in what position and what names. He also has a meeting scheduled with the police commander to look at some of the issues that the police department might be involved in with the emergency preparedness. Bill is also ready to get started in planning to have drills for the campus, and who can be helpful in the logistics with the drills. Kelly was informed by Dr. Helm that the administrator responsibility was delegated to Greg Peterson.

**Construction
Impacts
Update**

Kelly sent an e-mail to the Human Resources, Technology, and Facilities Planning Committee and all their members that the Senate was directing and requesting that they address planning for future construction impacts on instructional programs.

Also an e-mail was received by Damon Felice of TMI (the construction project management company) that a meeting be scheduled with faculty who wanted to be involved for the phase 2 classroom refresh projects.

Panther
Express

A positive notice was given about the Panther Express. It is an example of the governance system at work; a discussion was held at a Resource Allocation Committee meeting, and the discussion was forwarded to Enrollment Management Committee. The response resulted in the creation of the Panther Express (courses being offered later in the semester as short and late start courses). Mary Dominguez stated that 29 students added classes within a week.

New
Accreditation
Requirements
for DE

Kelly made the Senate aware of new accreditation requirement for Distance Ed. How it will be implemented is being handled at the State Senate level. The federal government is applying pressure to the accrediting commission to verify identifies of students who are taking DE courses. The federal government is stating even though you don't have written standards or regulations, you have to enforce it. The State Senate is in close touch with the ACCJC and working on how this will be done and whether there will be unintended consequences on community colleges. The college will be expected by the accrediting commission to verify students' identities in some way.

November 14th
Training

Kelly announced that there is a training opportunity on November 14th from 9 a.m. to noon that will address faculty evaluations, discipline and tenure decisions. The training is designed for administrators, but Kelly was given the invitation for faculty to attend. Those of you who are interested, let Kelly know. This is a teleconference training given by Liebert, Cassidy, and Whitmore (lawyers).

State Senate
items

Pending State Senate Resolutions up for vote at the plenary sessions will be sent to Senators via email. Disciplines list change proposals will be sent out to senators and disciplines involved. Please provide feedback for the voting delegate at fall session.

DISCUSSION ITEMS

Concurrent
Enrollment

Mary Dominguez shared with the Senate a legal advisory that came from the Chancellors Office in September that made the college look at K-8 concurrent enrollments. K-8 should only be enrolled in advanced scholastic courses meaning any courses that are degree applicable (numbered 1-199). Any courses numbered above 199 are not advanced and K-8 students should not be enrolled in those courses. The college will have to give back 10.69 FTES which equates to \$49,000. These policies have been in place for years, but have not been enforced. It will be enforced beginning Spring, 2009. Mary gave out a visual aid handout that showed what types of students could enroll in what courses. She noted that K-8 cannot take PE, dance, or vocational classes. Also the handout showed what grades 9-12 students could not take. We also got audited for PE courses. We are going to lose another 9.5 FTES because we have too much high school PE enrollment (over the last three semester) They only pay 5% over our total FTES which equates to another \$42,000 loss. We also lost another 22 FTES because of minimum quals issue with an instructor which equated to \$103,000. Totally we are losing \$196,000.

Mary also went over items and reported the following items: justify that the courses were advertised in the schedule or by flyers if a course was added, admissions procedures, privacy and rights to access, AVP of Student Services/Athletics having conversations with the child and parent, all employees being mandated reporters, clarifying that parents are not able to interfere with instructional

Concurrent
Enrollment cont'd.

Program
Requirement

Agenda Items
6C & 6D

Motion

ACTION ITEMS

Distance Ed
Priorities

Motion

materials, identifying minors, concerns and identifying international students, and faculty being given notification of minors/international students.

Mary addressed an issue that is coming up with Admission and Records. Some students who are trying to complete the requirements are under the old catalog which no longer exist. Course substitutions will need to be identified by faculty in the discipline. Faculty should work with the Curriculum Leaders to identify and provide information about course substitutions so that all affected students will get the same information.

Agenda items 6C (Focus on Results Report) & 6D (Disciplines with no full time faculty/Faculty hiring needs) were tabled until a future meeting due to time constraints. MSU (Calvert/Adams), no abstension.

Kelly asked the Senate what action they wanted to take on the proposed DE priorities from the last meeting, i.e., expand the list, narrow the list, what other actions. The following topics were discussed.

- Ann Jesus Riley wanted to have a universal campus e-mail for the students.
- Lisa Storm questioned why the DE class begins before school starts and actually before their contract starts.
- Ann Jesus Riley stated if class is full, they shouldn't be receiving e-mails from the students.
- Jennifer Fellguth said if the class is full, it should be referred to her area.
- Lisa Storm questioned why don't we use the traditional waiting list.
- Steve Triano—To answer Lisa Storm question, he had asked the question before and students were overloading classes to see what section they could get.
- Peter Calvert wanted the Senate to consider the theory of the shadow section classes and he thought it was within the purvue of the Academic Senate. Has not seen anyplace a set of rules or algorithym by which the school determines when we create a shadow if we have to choose between a DE and fact-to-face course.
- Kelly Locke said Jennifer needs to know when the classes are full.
- Heidi Ramirez--what about students who do not have an access to a computer and do some investigating and giving those students a chance.
- Lisa Storm brought up needing to create an evaluation tool for quality control.
- Ignacio Pando said a lot of work was put in the Best Practices and are being used by other colleges. Need a DE Committee and resource to assist Jennifer Fellguth and recommend using the Shared Governance form and moving it to the Resource Allocation.
- Peter Calvert made a recommendation that the Senate see the form first before sending it to the RAC
- The Senate formed a Senate Committee on DE. (Schur/Durham)MSC, no abstentions. The Senate Committee on DE will join the Curriculum, SLO, Faculty Development, Faculty Hiring, and Tenure Review Committees as a Standing Senate Committee. Membership was addressed, Ann Jesus Riley, Lisa Storm, Peggy Mayfield. Kelly would like to open up this committee to all faculty. Cathy Noble stated a formal announcement should be made to all faculty. Formal appointments will be done at the next meeting.

Placement of Basic Skills Initiative Task Force

Motion

Placement of the Basic Skills Initiative Task Force for the government structure was addressed. A request from Basic Skills Initiative Task Force to become a government committee. Discussion was held on who was on the committee, what other committees existed, and where it would fit. A motion was made that the Basic Skills become a Standing Committee of the Academic Senate structure. MSC unanimously, no abstention (Noble/Schur)

Appointments

Kelly reported that Barbara Ristrim does need a peer evaluator and Kathy Sproles will be her evaluator. She needs a motion to accept Kathy Sproles appointment. There was no discussion, it MSC unanimously, no abstention.

Motion

For information Mohammad Hussain will be serving as peer evaluator for Greg Perkins.

Danny Teresa as PE representative for the HR/Tech/Facilities Planning Committee. MSU (Durham/Schur), no abstentions

REPORTS

No Classified Senate Report

No Student Senate Report

No HCFA Report

Barbara Durham reported on the HR/Tech/Facilities Planning Committee. She heard from Damon with upcoming plans. Summary:

- Call Building landscaping will be done in March and the CALL Building is expected to open in June, 09.
- Renovate the college center and relocate the bookstore to the stage in Steinbeck Center.
- The bookstore now will become a student lounge and for student center activities.
- They are thinking about putting in a coffee shop, and other modifications in Steinbeck Hall is creating a faculty lounge.
- Target date to begin is June 09.
- DSPS--extend patio towards Homestead. It will take about a year to complete
- Second refresh of the CAB building will be done over Christmas break. Focus will be on rooms C217 and C219. Put in smaller tables to be able to put more computers in. Discussion was held on who and what faculty participated in the refresh input, and Kelly stating her reasons why it was inappropriate to be given last minute notices or participation be held when faculty are not on campus. A better timeline needs to be found to get feedback.
- Stairs were removed in one of the tier seating rooms because it was not ADA compliant.
- Other projects are replacing lower watage light bulbs, putting in more lighting to be more friendly and for safety. This is a campus lighting project.
- Putting in blue emergency phones for night classes. A brief discussion was held regarding climate it may create, doing a research if they are needed, if it is feasible, blue phone stied to security, and they are not sure it can be done. Damon and EricPrice are suppose to research it. There were strong feelings that this should come back to Senate for feedback.
- Alisal campus will be building in 3 stages—find out the process, when, who is going in there, and have open communication.
- Technology building is going to be demolished after the Alisal Campus is completed which the estimated time frame is November'09.

REPORTS cont'd.

- PE Department envisioning 5 phase physical education remodeling beginning with redoing the baseball fields, question about a football building, football field, build in a walking path to create a rolling type path instead of flat...estimated time to begin is May'09 and be done February, 2010.
- Kelly has asked someone on the committee to ask what will be going into the CALL Building because of unsubstantiated rumors. Peggy Mayfield stated they had to go with the plan that was put in the FPP at least until the building opens. Kelly will ask Damon some questions when she meets with him.
- Barbara Durham asked what would be the appropriate time to talk about what the impact would be on the instructional programs when the Technology building is demolished and did not get a lot of responses. Kelly stated November 08 is not to early to start the planning.
- Ron Waddy talked about the pool being down for 2 weeks because of parts and don't know what happens to the FTES. He felt this should have come under refresh.
- Nancy Schur had been at a Resource Allocation meeting and a representative from L39 would like to be included on the planning when it comes to landscaping. So when there is time for them to be involved, they would like to be involved.

ANNOUNCEMENTS

Panther Express is offering courses that are needed for graduation. Some courses are beginning this week. A brief discussion was held in regards to DHR (TBA hours) and how many hours the students have put in. Students are underloading or overloading and this should be looked at.

Mary Young and Sharon Radel are involved in a small subcommittee for VATEA student surveys. VATEA is state money that comes to us based on categories of. They are working on how to get survey forms out to students as there are dollars attached to the evaluations. Evaluation needs to be done this Fall'08 and each subsequent semester.

Next Agenda Items

- (6C) Focus on Results: Data from CCCCO: a. Presentation of data
b. How should we use these results?
- (6D) Disciplines and Programs w/no full-time faculty and faculty hiring needs
CTE Funding/Evaluation
Best Practices

Adjournment

Motion

The meeting adjourned at 5:04 p.m. MCU (Adams/Young), no abstentions.