

ACADEMIC SENATE MEETING
OCTOBER 14, 2008

PRESENT

Larry Adams, Peter Calvert, Barbara Durham, Alejandra Gutierrez, Debra Kaczmar, David Kopp, Stelvio Locci, Kelly Locke, Cathy Noble, Sharon Radel, Heidi Ramirez, Yvonne Reid, Nancy Schur

ABSENT

Peggy Mayfield, Ann DeJesus Riley, Melissa Stave, Steven Triano, Mary Young

GUESTS

Liz Estrella, Jennifer Fellguth, Kathleen Rose, Ron Waddy

CALL TO ORDER

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

ADOPT AGENDA

Motion

Kelly asked for a motion to adopt the agenda, but would like to insert the HCFA Report to be given by Ann Wright when she arrived at the meeting. MSC unanimously (Calvert/Adams), no abstentions.

**PUBLIC
COMMENTS**

Liz Estrella reported on the Basic Skills Initiative and was seeking help and support. The BSI Task Force requested that developmental education be part of the mission of the college. She also reported that the forms she filled out were considered draft and would be coming back with the rest of the information that was needed. This should be put back on as an agenda item for the next meeting.

PRESIDENT'S REPORT

Introductions

Budget & FTES
Projection

Kelly Locke introduced the new adjunct Senator, David Kopp, and noted that Karen Denning would be supporting the Academic Senate by taking minutes.

Kelly discussed the budget & FTES projection and the process for budget development. She handed out and reviewed the budget summary and FTES projection sheet.

Kelly then went over the past 6 years of FTES. (15 units per semester/30 units for the whole year). She explained that Hartnell had 3 years to restore the decline of FTES. If we could do this Hartnell would get the 1.8 million dollars back, but we need to think about how to recapture the decline. We also could get an additional 2.3 million dollars in revenue if we could reach an additional 526 FTES. She broke out the following:

Summer: 664 FTES

Fall: 3,313 FTES

Spring: 3,229 FTES

and stated if we are able to do this, we would be able to recapture the FTES we need. We need to have a way of measuring along the way whether we are on target for the goal.

Kelly suggested that the Senate do some brainstorming. They could come up with ideas, i.e., offering short courses, intersessions, late start classes, etc. This is something to think about.

She further shared that we are up early in the semester and later down. FTES count at 1st census, but census classes are not the ones that have the drops. Positive Attendance classes are the classes that create the problem—the Positive attendance classes are accountable for 20% of the FTES. We need to focus our thinking to assure that the Positive Attendance classes live up to their expectations or how to retain students. She asked them to think about it.

Digital Bridge
Academy

Kelly announced that there were still 5 slots for faculty to attend training.

Senate
Homework

Kelly passed around a sign-up sheet for "Senate homework". She asked if they would sign –up after they saw the listed topics and meeting dates. If they did not sign-up today, they could also go to the website for the listed topics and meeting dates.

Update on
Assessment/
Placement Issues

There were no updates on the Assessment/Placement issues from the August 26 agenda. Jim Riley and Carol King were interested, but Kelly didn't know if they have met.

**DISCUSSION ITEMS/
1ST OF 2 READINGS**

The following are discussion only items or first reading of two reading actions items.

Planning for
Programs Impacted
by Construction

Brought up for discussion was planning for programs that are impacted by construction and what are the resolutions. Discussion was held and the Senate will be providing directions for this planning to take place.

There was concern about the classroom refresh project and the impact it had when Fall, 2008, classes resumed. Another concern was for the AHT Program and the horses that were out at the Alisal Campus site when construction began. Other programs that are impacted are Auto/Auto Collision, Electronics, ECE, and others that are currently in the Technology Building as the Technology Building will be coming up for demolition. We still have time to avoid problems and do some planning.

Two examples from past situations for discontinuance of offerings by default were: a program had no equipment because the equipment was removed and because there was no space for the program.

The HR/Tech/Facilities Resource Planning Committee is beginning to have meetings. The Senate would like to hear about the planning and have a report come back. Ron Waddy reported that Gary Hughes stressed he wanted to work out these types of problems and how the committee was going to fit it in shared governance. Kelly said she will send a memo from Senate.

Sharon Radel commented that non-Hartnell employees do not realize the impact construction will have on faculty who are trying to do their job. Communication needs to be better.

Distance Ed Best
Practices

Kelly asked the members to take a look at the document from DE Best Practices.

Kelly gave the floor to Jennifer Fellguth. Jennifer said she was looking for direction from the Senate of Senate priorities. She would like faculty's input about what they would like to expand on, expanding on-line programs, support for teaching students distance ed, policies, and quality control.

Distance Ed Best Practices cont'd.

Discussion or comments were made on the following topics: the Best Practices document of 2003 goals are great, everything in it can't be done, but does have some things that could be accomplished, but haven't yet been implemented; there is no Distance Ed. Handbook; instructor's load and how it fits in; instructors' readiness; IT support; and quality control. Discussion ensued on standards in DE by maintaining rigor of DE courses to match that of the face to face curricula, as well as readiness and student preparedness for taking on-line classes. Peter Calvert suggested that the Senate invite Lisa Storm and Linsey Bertomen to get input from them about the ADJ on-line program and their challenges. The Administration of Justice Program is an example of a complete on-line degree. These things will be brought back as priorities at the next meeting.

A Senate issue is we don't have a current Senate Committee for Distance Education. Kelly brought up an example to the committee in regards to e-mail issues. Brainstorming about preventative issues, i.e., protect against somebody sending an e-mail to the students supposedly from the instructor canceling a test. This recently happened to an instructor at Hartnell. To prevent this possible resolutions would be not making e-mail addresses available to all students or that the e-mail needs to come from the Hartnell account and not from another source. It would be a committee to discuss these types of issues, brainstorm, make and bring back recommendations to the Senate. Jennifer also added that decisions are not being made by faculty or by people who are teaching. Kelly added the committee also could work on priorities and policy development.

Curriculum Process

The Senate has been asked by the Curriculum Committee to request that the disciplines define what constitutes discipline approval for the Curriculum process. Kelly explained in the past the Dean signed the form indicating that the discipline approved the course.

The discipline needs to adopt some kind of statement that the course needs discipline approval by 2/3 or 3/4 majority vote for approval or something similar. It was brought to the attention of the Senate that Occupational Education had at least 3 areas that do not have a full-time faculty in the department. It was noted that there were other disciplines in other areas that also only had adjuncts. Somebody needs to take care of those areas that lacks a full-time faculty member. Discussion took place whether the statement be standardized across the board, do they want to appoint a person in the department for those departments that lacks a full-time faculty, was there an advantage that all the statements be the same, and this being discussed at the department meetings. It was decided that the disciplines would decide on their statement and if further guidance/options were needed, they could come back to the Senate. Kelly received the consensus of the group to move forward and act on this request.

ACTIONS On 2nd Readings and/or 1 Reading Items

Senate Goals

Motion

Kelly handed out a draft copy of the proposed Senate Goals that were coming back for a second reading. Kelly stated that added to the goal was "Implement Information Competency for AA Degree. She asked for a motion to adopt the 9 proposed Senate goals. MSC unanimously (Adams/Calvert), no abstentions.

Adopted Motion
Motion

The Senate adopted the motion that once a faculty member has been duly appointed by the Senate to a committee, he or she may be selected to serve on any subcommittee authorized by that committee without further consultation with the Senate. MSC unanimously (Durham/Ramirez), no abstentions.

Carol Kimbrough Appointment
Motion

Kelly asked for a motion to appoint Carol Kimbrough to serve on the Catalog subcommittee since she is not currently a member of Curriculum. No discussion, call for the question. MSC unanimously (Durham/Schur), no abstentions.

Committee Appointments
Motion

Kelly went through the list for appointments for probationary faculty and filled in the blanks on the list. Yvonne Reid for Daniel Ortega, Carol Kimbrough for Sharon Radel, and Andy Watt for Matt Collins. The complete list for appointments are as follows: Janet Pessagno for Sunita Lanka, Ann Wright for Barbara Durham, Andy Watt for Matt Collins, Neil Ledford for Val Rodriguez, Ann Wright for Alex Edens, Pimol Moth for Brooke Haag, Neil Ledford for Ko Cooper, Yoshiko Matsushida-Arao for Larry Adams, Bob Spier for Tony Anderson (only if arbitration results require evaluation), Susan Hovde for Mary Cousineau, Danny Teresa for Andrew Vasher, Yvonne Reid for Daniel Ortega, Neil Ledford for Steven Triano, Melissa Stave for Debra Kazcmar, Jeff Hughey for Janeen Whitmore, Kelly Locke for Nancy Schur, Carol Kimbrough for Sharon Radel. Kelly asked for a motion to approve the appointments of peers for probationary faculty. MSC unanimously (Reid/Durham), no abstentions.

Kelly reviewed the list for "Peers for Tenured Faculty and the "EM/Matric/Student Policies Committee" list as information items, no action required. On the EM/Matric/Student Policies Committee list, Nancy Schur was put on for Math, Science

Motion

The Technology, Human, and Facilities Resources Planning list was reviewed. Kelly asked for a motion of making the appointments for this committee. There was no discussion, call for the question. MSC unanimously (Durham/Kaczmar), no abstentions.

Faculty Development & Sabbatical Committees
Motion

The Senate passed a motion that the Senate fold together the Faculty Development and Sabbatical Committees. Kelly asked for a motion to make changes to the committee structure. Discussion was held, call for the question, MSC unanimously (Adams/Radel), no abstentions.

Faculty Development & Staff Development Committees
Motion

The Senate approved a motion that the Faculty Development Committee be kept separate from the Staff Development Committee. No discussion, call for the question, MSC unanimously (Adams/Durham), no abstentions.

Motion

The Senate also passed a motion that Senate delegate coordination to the Faculty Development Committee subject to Senate approval of policies. Discussion was held on the wording, call for the question, MSC unanimously (Adams/Schur), no abstentions.

HCFA REPORT

Ann Wright gave her report on the progress of joint union Senate items: chairs, tenure review, and evaluations. She asked the Senate to expedite recommendations for tenure review and peer evaluation for part-time.

Tenure Review

Kelly asked for names of people who might be interested in working on the tenure recommendations (criteria, process, timelines) to the negotiating team. Cathy Noble indicated that Alison Paul may be interested. Debra Kaczmar, Nancy Schur, and Sharon Radel indicated they were interested.

Evaluations

Kelly mentioned the different levels of evaluations—probationary, tenure, adjuncts, distance ed classes, full-time temporary (1 year).

ANNOUNCEMENTS

Flex Day

Kelly stated that the idea behind Flex Day on Friday is to accomplish a list of things for programs, accreditation, degrees and certificates in your programs, and also to see a presentation by Diego Navarro on the DBA.

Event

After flex, there will be snacks, happy hour, and volleyball.

Next Agenda Items

Addition of the Basic Skills Initiative Task Force to the governance structure should be placed on the next agenda.

Adjournment

Motion

Kelly asked for a motion to adjourn, MCS unanimously (Calvert/Adams), no abstentions. The meeting adjourned at 4:40 p.m.