

# Academic Senate Minutes



February 12, 2008

3:00 p.m.

Faculty Resource Center Training Room, L116

## 1. Call to Order: 3:05 pm

**Senators & Officers Present:** Jennifer Fellguth, President; Phil Adams, Vice President; Kelly Locke, Secretary/Treasurer; Ignacio Pando, At-Large Steering Committee Member; Stelvio Locci, Cathy Noble, Yvonne Reid, Carole King, Joe Welch, Susie Hovde, , Larry Adams, Nancy Schur, ,

**Guests Present:** Christina Savala, ASHC student representative, Beverly Grova, Dean of Development, Tamberly Petrovich, Human Resources Director.

## 2. Adoption of the Agenda: Agenda was adopted MSC (Pando, Welch)

## 3. Approval of the Minutes: none

## 4. Public Comments: none

## 5. Presentations:

Beverly Grova presented information about the **Hartnell College Foundation**.. She gave a Foundation overview and discussed the funding plan that has been developed and that she is implementing. Highlights include fund development for the following categories: Major Facilities and New Programs, Fund for Student Success, Fund for the Arts and Sciences, Fund for Panther Pride (athletics), and Fund for South County.

Tamberly Petrovich presented information about the **President search**. The brochure is ready and there is a website available (and still being enhanced) specifically for the search. She asked for feedback on the sort of things that should be on the president search website. One suggestion was to identify on the website the timeline and where in the process we are. Campus and community should be able to see exactly what has already been done and what remains to be done. The expectation is that 3-5 finalists will be selected by April 18<sup>th</sup>.

## 6. Discussion Items

**A. Shared Governance Scholarship:**

Student Senate (ASHC) developed and presented a proposal for students to earn scholarship money for their participation in governance committees. In order to earn the scholarships, students will participate in governance committees and keep logs of their activities. They will earn scholarship funding for each hour spent doing governance work. This is an important way to make these leadership opportunities available to students. Many of our students in student government have difficulty serving due to their need to work and earn money. This program would be funded by student government funds. Scholarships (\$15.00 per hour) would assist students to pay for books and tuition. (See action item below.)

**B. Review and update Senate Goals:** Tabled—not available from website.

**C. Senate Leadership 2008/2009:**

May meeting is the election of new officers. May is also the time for the identification of new senators needed to fill vacancies in Fall 2008. Cathy Noble, and Stelvio Locci volunteered to serve as the nominating committee. Senate officers and new Senators will be identified by the end of the year so that we can start immediately in Fall with an orientation.

**D. 2008-2009 Senate Budget/Budget Request:**

Last year the Senate submitted a budget request for 2007-'08. The result is a new computer and new printer in the Senate (HCAS) office in CAB. There is still funding left due to not attending the fall State Senate conference. It was proposed to spend the funds on a laptop for Senate use. It was also recommended that senators attend the spring plenary session Apr. 17-19. Currently budgets should be in development for '08-'09. The Senate has a budget proposal based on the new shared governance model and the needs for support of the committee structure. Senate will need to submit their budget proposal so that it can get into the budget process. There is some concern since the budget process is in transition as we move toward implementing the new Shared Governance Model.

**E. Distance Learning Coordinators:**

There has been one letter of interest/application for the 20% reassigned time position proposed by Interim President Helm. The letter was distributed to Senators with the minutes. There was discussion about the position definition and the role that the position will play. The reorganization and the current work of the curriculum committee mean that the needs of the college in this regard are in flux. In addition, the new shared governance model has DE as a standing committee of the Academic Senate and this model will go into effect in May. For all these reasons Senators determined that the role, as defined, needs to be revised before a person can be appointed to this position. Another concern was that the reassigned time was too low at 20% each for two people. The Senate adopted Best Practices document recommended one full time person to provide leadership for DE. The Best Practices document describes the role, but the functions/roles in the proposed position don't match the Best Practices document. The Senate will pursue a better fit between the previously adopted Best Practices document and the functions and

reassigned time included in the position before acting to appoint a DE coordinator. (See action item below).

## 7. Action Items

**A. Shared Governance Scholarship:** The Senate moved to approve the student senate's proposal. MSU (Noble, Schur)

**B. Distance Education Coordinator Position:** The motion was tabled. MSU (Welch, Locci)

## 8. Committee Reports:

**Reorganization—Joe Welch:** The process started on 1/31. The last Reorganization Committee meeting was on Saturday 2/9/08 and they are meeting again today 2/11/08. The report, with a proposed model is due to be posted on the college website for review on Thursday. There will be a college wide hearing on Feb. 20.

One of the most important things that the committee did was to identify the most important processes the college should have—which of these are we currently doing, and what do we need to do more of. They also looked at what we need to do to honor the 2020 data. The keys are a willingness to do our processes differently and a willingness to try to get it right without requiring it to be perfect right away. Joe also commented that leadership opportunities for faculty are becoming more and more numerous. It is a good time for faculty to take advantage of these opportunities.

**Shared Governance Task Force—Ignacio Pando:** The timeline was presented: Feb. 21 presentation to Classified, Mar. 5 presentation to Management, April flex day will include an orientation to the new structure and to each of the committees. People will be able to see what each committee does and volunteer for service so that appointments can be made by the Senate. Transition to the new model will start in May. Next step is to flesh out the needs for reassignment for each of the committees and the needs for supporting resources. These will be included in the senate budget proposal.

**Curriculum Committee—Kathy Mendelsohn:** There are only three meetings left before the accreditation and catalog deadline. The agenda for Thursday is full (over 30 items) and the agenda for the following Thursday is also full (about 40 items). After that there is one more meeting before the Accreditation deadline. The degree format is completed and has been tested with counselors and students. The certificate format is ready for the next committee meeting. Many degrees and certificates have been approved, but many are still outstanding. *All the degrees*

*and certificates should come through the committee before Feb. 28<sup>th</sup> so that they can make the catalog deadline.* Also, all courses need to be in an agenda folder before Feb. 28 or they will be inactivated.

One of the biggest issues that the Curriculum Committee has seen is that there are many programs with no full time faculty. The Senate should address this. It impacts curriculum updates, program planning, and SLO assessment at both the Core Competency and course levels. This makes it difficult to keep the program current and meeting changing standards. The example was given of the Drug and Alcohol program that no longer meets licensing standards. The program (degree/certificate) should be deleted. It is fine to have a few courses taught in a discipline with no full time faculty, but degree and certificate programs with no full time faculty are problematic.

**SLO Committee—Cheryl O’Donnell:** The Assessment Philosophy Statement was distributed to senators. This has been drafted by the SLO Committee and will be brought forward for approval at the next meeting of the Senate. The Assessment Model for Core Competencies was also presented. It will also be brought to the Senate for approval at the next meeting.

First Core competency artifacts have been collected (sample student work in the writing competency). The SLO Committee will select a rubric and score the artifacts by mid-March. Results will be distributed to faculty in April. Also in April will be training about assessment of the course level outcomes.

**Ethics Statement Development Group—Nancy Schur:** They have been meeting weekly and have collected data from the Town Hall. They are currently discussing whether sanctions are needed/wanted. Senators discussed the possibility of implementing the statement without sanctions as Phase 1. Determining whether or not we want to impose sanctions would be something that would be done in a later phase with more time for the unions to get involved and contract items to be negotiated if needed.

**9. Student Senate Report:** Nothing to report yet

**XI. Adjournment:** 5:00 MSU (Locci, Welch)