

# Academic Senate Minutes



February 26, 2008

## 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, Jeff Roth,

**Guests Present:** Kathleen Rose

**2. Adoption of the Agenda:** Agenda was adopted

**3. Approval of the Minutes:** Minutes of 2-12-08 were adopted with minor corrections.

**4. Public Comments:** Ignacio Pando noted that much work needs to be done by the Senate due to the reorganization. He also identified the need to advocate for hiring faculty and expressed concern about the costs of the management positions in the structure. We need information about the costs to fund the administrative positions in the new structure. New (or replacement) faculty positions need to be a high priority and will compete with costs for new managers. Joe Welch commented that the reorganization is a way to open the door for a new culture and that the document presented this month is only the first phase in the process.

**5. Presentations:** March 31 Flex Day activities—Dr. Kathleen Rose

She presented the plans for the Salinas Valley Connections Tour. Organizations on the agenda are USDA Agricultural Research Service, Taylor Farms, D'Arrigo Brothers, Tanimura & Antle, and Coastal Tractor. Brief tours will be provided at each stop. The final stop before returning to campus will be Scheid Vineyards for a tour followed by a wine and cheese reception. Between locations we will have presentations by Neil Ledford and Steve Triano (agr. faculty) about high skilled jobs in 21<sup>st</sup> century agriculture. Ann Riley (history and ethnic studies faculty) has been invited to present political and historical issues of agriculture. Adjunct faculty have been invited and will be accommodated as space is available.

## 6. Discussion Items

### A. Review and Update Senate Goals

**1. Develop General Education Student Learning Outcome assessments at the courselevel.**

Core competencies have been adopted for GE and the first, “Communication,” is now being assessed from a sample of student work from a variety of courses.

Course level SLOs have been developed for the courses that were revised this year. Training about assessing them is planned for later this semester.

**2. Completely update college catalog.**

Degrees and certificates are being revised now. The deadline for the catalog is the 2/29 meeting of the Curriculum Committee. The catalog with all the newly revised curriculum will be in word format by end of March for catalog deadline. The Chancellor’s Office is being very cooperative and will expedite the approval of changed degrees and certificates so we can meet the catalog deadline and the ’08-’09 catalog will be up-to-date.

**3. Embrace the state-wide Basic Skills Initiative; develop and implement programs to improve student learning and retention.**

The Basic Skills Initiative group is sponsoring a Saturday workshop on March 1 about Basic Skills Initiative and the practices that have been used successfully. Math, English and ESL faculty are also attending the CalPASS workshop.

**4. Review King City academic program offerings and services.**

Math department has proposed a schedule of south county offerings for fall. Senate will invite Paulette to come to Senate and present.

**5. Adopt new shared governance committee model.**

Senate has adopted the new model. An overview was presented at a Town Hall meeting. It is now being presented to the other constituent groups: CSEA, students, and managers.

**6. Create a new shared governance web site with links to related documents and flow charts.**

Done!! [http://www.hartnell.edu/academic\\_senate/shared\\_governance.html](http://www.hartnell.edu/academic_senate/shared_governance.html)

**7. Continue advocacy for faculty involvement and empowerment.**

Ongoing. April Flex day will continue the work of the shared governance structure and involvement of faculty in governance.

**8. Impress upon faculty the importance of the Academic Senate and their involvement and participation in shared governance.**

We have had flex day and Town Hall opportunities to present issues to faculty. Many people have taken on roles in our governance structure. Jennifer will compile a list showing faculty participation in campus committees and other efforts. Kathleen Rose offered assistance from the office of Academic Affairs.

**9. Offer flex and Town Hall workshops to inform faculty of the Academic Senate's role.**

This has been done and will continue during the April flex day. There were positive comments from Senators about the value of the Town Hall meetings and the value of being involved in Senate and governance activities. Social activities are also positive.

**10. Recommend to the Faculty Union the revision of the faculty evaluation and tenure process.**

A revised evaluation and tenure process will be part of the new shared governance model (Tenure Review Committee as a standing committee of the Academic Senate.) Changes will need to be negotiated in the new contract so timing is important. The union has requested a joint meeting to discuss the negotiation proposal for these items.

**11. Develop program-level student learning outcome assessments.**

Senate and SLO committee met and defined assessment areas: degrees, certificates, student success skills, student services, and information services (library). Degree outcomes are the Core Competencies that have been adopted. For certificates, the course mapping will be used to determine what subset of the degree level requirements will be certificate level competencies. Competencies for the other assessment areas have not been addressed yet. SLO committee has block grant funding and it will be used to purchase a CurricuNET module for program planning and assessment (the process formerly known as Program Review)

**12. Provide resource allocation (budget) support to part-time faculty to ensure student retention and students' success (office space, phone number, e-mail address, listing in department directory, faculty lounge, programs to address burn-out).**

Adjunct faculty can now have emails and there is a part time faculty email list. Social science has an office for adjunct faculty with a phone and computer. The Senate will also recommend that adjunct faculty have voicemail accounts.

**13. Create faculty department chairs.**

This is at the implementation stage. Chairs are shown in the reorganization structure, but details must be negotiated by the HCFA. A joint meeting of the Senate and the HCFA will be held to determine a proposal for negotiations.

**14. Establish a yearly Academic Senate budget.**

There was a Senate budget for 2007-'08. We will be putting together a proposal for 2008-'09.

**15. Draft and submit a cease and desist letter to halt the illegal and unethical hiring of faculty interns.**

Done. HR agreed. We currently don't have any faculty interns. A good future goal is to determine what needs to be in place in order to be able to have interns.

**16. Increase the communication flow with faculty.**

Town Halls, Groupwise email system, and the resurrection of the Highlights. Senate reports should be a standing item on department meeting agendas.

**17. Create an Academic Senate President's handbook.**

Jennifer has a dream! But alas, this has not been accomplished just yet!

**18. Participate in presidential search and screening committees.**

Faculty are serving in both capacities.

**B. 2008-09 Senate Budget** Tabled until Phil is at meeting

**C. SLOs and Assessment Philosophy Statement**

Cheryl brought amemo about the Assessment categories and we will vote on Philosophy Statement in action items. She showed the website. See action

**D. Faculty Chairs:**

Union needs to work with Senate about faculty chairs ASAP. The Rep Council and the Academic Senate will be working together to determine a proposal for negotiation. It will include the role, responsibilities, work areas/structure of departments, and compensation. It will be important to look at it from the perspective of improvement of instruction rather than administrative duties. The guiding philosophy will be that the duties of the chair are strongly instructionally related duties. The Senate and Rep Council will hold a summit to work on this. We will invite faculty chairs from other colleges (Cabrillo and others), get contract info from CCA/CTA and research what other colleges are doing. The result will be a proposal for the negotiating team. Contact Jennifer if you would like to be part of the "summit."

**E. Program Planning and Assessment Model**

Kelly Locke presented the Program Planning and Assessment model for the Pilot Year (2007-2008) as well as the Philosophy Statement for PPA. For the Pilot Year, PPA will be done using the plans created for the Educational Master Plan. The committee will review the plans, comment on them, and potentially suggest revisions based, paying particular attention to whether the needs found in the 2020 report are addressed. She also discussed the plans for future years of PPA. It will be an annual planning process assisted by the program review module of curricUNET. The process and philosophy will be action items at the next meeting.

**7. Action Items**

**A. The Senate adopted the SLO Assessment Philosophy statement MSU (Pando, Adams)**

The senate adopted the SLO Assessment Philosophy statement that was proposed by the SLO committee. See attached. In particular, the statement says,

“The method to be used for student learning outcome assessment is embedded assessment. Embedded assessment is a process that evaluates student work from courses (major assignments, tests, portfolios, performances, demonstrations, essays, etc.) to measure student mastery of SLOs. Assessment that is embedded in curriculum is minimally intrusive for both faculty and students.”

The entire document can be viewed at

[http://www.hartnell.edu/academic\\_senate/documents/SLO\\_philosophy\\_statement.pdf](http://www.hartnell.edu/academic_senate/documents/SLO_philosophy_statement.pdf)

**8. President's Report**

**Adjournment 5:00**