

Academic Senate Board Meeting

October 24 – 3PM--Circadian [Revised]

Senators: Present

President:	Valerie Foster
Vice President:	Shelagh Rose
Secretary	S. Fleming
Treasurer:	Jay Cho
Adjunct Faculty:	Christopher Gillotte (Mathematics), Bevelle Constantine (Natural Sciences), Mark Dodge (Social Sciences), Erika Ruvell (VAMS)
Business:	Earlie Douglas, Dave Evans (Alt)
CEC	Rhonda Williams
DSPS:	Rosemary Scott
Engineering:	Saeed Abedzadeh
English:	Gloria Horton, Tim Melnarik, V. Swaminathan (Alt)
Health Services:	Open
Health Sciences:	Kristin Hyatt
Kinesiology:	Terry Stoddard
Languages:	Melissa Michelson, Loknath Persaud, Zoe Wu (Alt)
Library:	Ken Simon
Mathematics:	Charlie Hogue, Donna Nordstrom
Natural Sciences:	Peter Castro, Russ Di Fiori, Veronica Jaramillo (Alt), Erika Catanese (Alt)
Performing and Communication Arts:	Rita Gonzales, Rikki Magee
Social Sciences:	Kaitzer Puglia, Francis Nyong, Christopher West
Visual, Media & Performing Arts:	Dave Cuatt, Rod Foster, Kris Pilon (Alt)

Absent Senators

Counseling:	James Aragon, Sara Miranda
Health Sciences:	Blanca Rodriguez
Mathematics:	Dan Gallup
Natural Sciences:	Martha House
Social Sciences:	Eduardo A. Cairó

Guests

Curriculum & Course Development	Janis Dwyer & Alicia Vargas
Committee Support:	Rhea Presiado
Classified Senate:	Rosie Roberson
Director, Inst. Effectiveness	Crystal Kollross
Associated Students, VP	Kelly Banh
PCCFA	Mark Whitworth

A CALL TO ORDER 3PM

B. PLEDGE OF ALLEGIANCE led by Gloria Horton

C. Approval of 10.10.16 Minutes: Approved as submitted

D PUBLIC COMMENTS: None

K. Hyatt: Shout out for two RN faculty members (Rindy Kettle and Kiki Dieguez) who have been selected by the Center for Domestic Preparedness by Homeland Security for advanced hands-on training to effectively respond to incidents involving chemical, biological, radiological, explosive or other hazardous materials. They would serve as the nation's first-line defense as emergency responders.

K. Pilon: Asked for the Committee on Committees to re-schedule their meeting time (Monday mornings at 10am) so she would be able to participate. She is the only committee member unable to attend at this time.

E SPECIAL GUESTS and REPORTS

E.1. New Faculty Orientation Update presented by coordinators: Cristina Salazar-Romo & Shelagh Rose
There are approximately 60 new faculty hires and approximately 50 attend the New Faculty Orientation.

S. Rose and C. Salazar-Romo are piloting the new LGI model and two Faculty Seminars this year.

Power Point Presentation Items include:

Objectives (with biggest change focusing on equity)

Framework; Sample Readings; Speakers for Fall 2016: Rich Beyer; D. Colley; V. Foster, M. Anderson, M. Whitworth, Harold Martin, Rosemary Scott and Chris McPeak. Other speakers will be invited in spring.

MOTION made and seconded by K. Puglia and M. Michelson to extend discussion five minutes.

VOTE: Approved unanimously.

Approximately 45 faculty attended the summer orientation.

M. Whitworth/S. Rose: All faculty are contracted and paid to attend the two-day orientation.

The seminars throughout the year are voluntary. The Office of Instruction offers three units of salary class advance for those who complete the seminar (equivalent to taking a 3-unit graduate school class in order to move across the pay scale). In response to K. Puglia, C. Salazar-Romo said resource information on androgogy theory would be welcomed.

The area of obtaining three units of salary class advance for attending a seminar began approximately around 2004 and 2005 and has been dependent on who the new faculty coordinator was and if they were aware of this possibility. It was brought back about 4-5 years ago. There have been faculty who have been on campus for a while participate in the seminar and receive the units.

MOTION made and seconded by E. Catanese and V. Jaramillo to add a Calendar Committee report to today's agenda. The Calendar Committee met after the deadline for today's agenda. (Note: This action requires a 2/3 vote).

ROLL CALL VOTE: MOTION passed.

This item will be added under Sub-Committee

F ACADEMIC SENATE SUBCOMMITTEE REPORTS (with possible action to follow)

F1 Committee Support: Recommendation to archive committees: J. Cho

This will be a first read item of the handout entitled: Committee Support Committee – Oct 2016 - Academic Senate.

J. Cho summarized the process of identifying the listed sub-committees that currently do not have chairs and are not active. (Faculty Technology Committee; Faculty Lecture performance Award Committee; Ad Hoc Disaster Relief Committee; Ad Hoc Intellectual Property Right Committee and the Ad Hoc Reassign Time Policy Committee).

S. Fleming added there was a Senate motion to dissolve the Ad Hoc Intellectual Property Right Committee once the Committee's work was done.

J. Cho is open to receiving committee information in regards to chairing or unfinished committee work.

K. Puglia: There are representatives on the District Technology Committee.

J. Cho: The Ad Hoc Disaster Relief Committee's work was mainly for fundraising. The Ad Hoc Committee haven't met for a number of years. In response to M. Michelson, it is up to the Senate to decide on committee status

D. Cuatt added the reassigned time Policy Committee's work may not been resolved and will look up what is remaining

In response to G. Horton's suggestion of keeping inactive committees on record, President Foster said committees requiring on-going attention should probably be created as a standing or operational committee.

This item will be agendized on the net agenda

F 2 Committee Support: Rhea Presiado: Chair Training Module.

This committee has designed a Canvas model for chair training.

This item is a Senate goal and also went into the accreditation report.

Summary of the Training Module process was provided along with a power point presentation.

Faculty may sign on for training by contacting President V. Foster or through the link provided in the Senators' r 10.14.16 Agenda/Handout email. Comments and/or concerns may be added to the "discussion board" for future revisions.

MOTION made and seconded by M. Whitworth and G. Horton approving Recommendation F2.

VOTE: Motion approved unanimously.

F 3 Bylaws and Rules Committee: Dave Cuatt

Handout: Summary of Rules: Existing & Suggested. Senate Rules Already In Use

Colored Coding:

Red: Rule is already Senate approved

Green: We follow Robert's Rules, no formal Senate approval needed.

Black: To be considered for adoption as Senate rule: vote needed

S. Fleming: The items in black are suggestions from the Bylaws Committee. To codify any of these items would require them to be agendized individually for discussion and approval.

Reference: Agenda Item L2 recommends approval of an addendum to the bylaws that will house approved rules not codified in Robert's Rules of Order or the Brown Act

Recommends review and recommendation of some of the proposed rules for future adoption.

President Foster recommends that rules proposed for consideration of adoption should be agendized to allow a focused discussion.

R. Foster: Because of the number of rules, might want to take 3-4 rules at a time.

S. Fleming: The Senate does not vote on items that are already in Robert's Rules of Order.

F4 Faculty Hiring Priorities Committee Update: Valerie Foster

Senators received a committee update from VP of Instruction T. Giugni.

Applications for new faculty positions are due on 10.26.16. They will be forwarded to the Committee members on 10.28.16. A rubric will be used to score each application. The Committee's prioritization list is then forwarded to the President who will compare this with the Dean's prioritization list. A meeting would be scheduled if there are conflicts in terms of the choices. The target hiring for this year (FAN) is anticipated at 15-20.

President Foster or any of the committee representatives may be contacted as resource experts to answer questions.

F 5: New agenda item: Calendar Committee Report: Erika Catanese.

Power Point Presentation: Review of 2016-2017 Calendar and proposed calendar options (A – D)
(copy of this presentation will be forwarded to the Senators).

The Committee is being asked to make a decision for approval to change the summer "start date" for FY 2016-2017.

A revised start date is being requested to accommodate the School's flexibility in budget for FTEs just in case the 2016-2017 FTES are over estimated and if we don't get enrollment expected for winter/spring 2016. If summer session meets census before 6.30 then we can utilize some of these FTEs to make up deficit if there is one for previous year. Can use some of it and rest can go towards future calendar year. Calendar proposals A, B, C and D were presented and discussed.

E. Catanese requested Senator review and feedback before November 10.

MOTION to extend discussion five minutes made and seconded by C. Hogue and M. Dodge.

VOTE: Approved unanimously.

Discussion:

D. Cuatt suggested moving Tuesday, Wednesday classes to Tuesday, Wednesday and Thursday.

E. Catanese There was discussion but statistics have not been prepared how students would be affected.

M. Whitworth: Expressed concern with how a change would affect class enrollment.

The Committee did not discuss whether faculty wanted or did not want a one-week break

G. Horton: Students need to know ahead of time to make other arrangements if they are not passing a case or be eligible to take the next level.

M. Dodge: Discussion is needed about students coming in from the high schools.

R. Foster: Classified staff fought hard for the week to be able to prepare for summer without being rushed.

The Calendar Committee, Shared Governance Committee and Classified should be recognized for what is being asked to be done.

E. Catanese:

One item not listed on the power-point was “truncating the semester to five weeks.”

Neither the Committee or Senate supported this idea.

Request for Senate feedback following division review and input. E. Catanese needs to receive Senator emailed within the next three weeks -- before November 10 and the next Calendar Committee meeting.

G CONSTITUENCY REPORTS

G 1 PCCFA Report: Mark Whitworth

A luncheon meeting was held last Thursday with Anthony Portantino, California State Senate Candidate for 25th District. PCCFA is endorsing Portantino and Propositions 51 and 55.

President Foster: In response to M. Whitworth, convocation is a working issue. The Senate voted to create a flexible Flex calendar. FLEX days still need to be scheduled within a flexible calendar. If scheduled prior to the beginning of the semester and associated with a convocation day, it would be an opportunity to obtain FLEX credit if they decided to attend that convocation. If people did not want to attend even if negotiated they wouldn't have to. With a flexible calendar there would have to be an option to “opt out” and receive flex credit another way. President Foster can agendize the item of adding a convocation day to the schedule within a configuration under a flexible FLEX day for Senate review and approval.

M. Michelson suggested sending out a survey or email in regards to this discussion. Asked if it would be easier to bring forward the discussion of a FLEX convocation day as compared to other things the Senate might do in the FLEX calendar.

G2 Adjunct Faculty Report: Mark Dodge: The Committee has recommended two new appointments:

Tanya Cusick and C. Gillotte to be two new Academic Senate Adjunct Senators.

G3 Classified Senate: No report.

G4 Associated Students: K. Banh: Last week Associated Students had a successful presidential debate viewing party. Over the weekend Associated Students attended CCCSAA (California Community Colleges State of Affairs Association). This Thursday there will be a student ballot measure forum to be held in C333 by the League of Women Voters. A flyer will be provided to President Foster for the Senators to share with their students.

G5 Administration/Management Association: No Report

H ACADEMIC SENATE OFFICER'S REPORTS

H1 President's Report: President Foster

In response to a question received at the last meeting from E.A.Cairó, CAPM meetings are running in a manner where the Senate Executive Committee is being very proactive in bringing items to the attention of administration. This is an on-going conversation. Once something is agreed to be done, the relevant parties are invited in for participation.

H2 Vice President's Report: None

H3 Secretary's Report: None

H4 Treasurer's Report: None

I EXECUTIVE COMMITTEE RECOMMENDATIONS:

Shared governance committees (with possible action to follow)

I1 Approve adjunct senators Tanya Cusick (Health Sciences) and Christopher Gillotte.

I2 Approve Dany Chammas as Natural Sciences Representative to the Institutional Effectiveness Committee.

MOTION made and seconded by M. Dodge and B. Constantine approving items J1 and J2.

VOTE: Motion approved unanimously.

Newly approved Adjunct Senator, C. Gillotte, provided the Senate with a summary of his former and current employment and committee experience and history

J EXECUTIVE COMMITTEE RECOMMENDATIONS: Senate subcommittees

J1 Approve Cristina Salazar-Romo (Languages & ESL) and Kathryn McGuire (Library) to the Faculty Handbook Committee

J2 Approve Paulette Koubek (Languages & ESL) to the Scholarship Committee as replacement to for Charlene Potter.

MOTION made and seconded by S. Rose and M. Dodge approving items J1 and J2.

VOTE: Motion approved unanimously

K OLD BUSINESS

Approve AP 4020 Program, Curriculum and Course Development (2nd Read): Janis Dwyer and Alicia Vargas

A. Vargas presented the Committee with comments and concerns from the last Senate meeting regarding tenure track faculty participation. The Committee voted unanimously to keep the language as is, allowing both tenure and tenure track faculty to serve on committee. Numerous committee comments were read by J. Dwyer in support of tenure-track faculty participation.

J. Dwyer: Non tenure track faculty contribute to the Committee in the areas of interest, desire to serve, time commitment and replacement availability. Committee members receive three weeks of solid training before voting. Committee tutoring is available on Tuesdays. Serious vetting of faculty is followed. The Committee allows environment for interactive discussion and transparency for the members, deans, presenters and guests.

MOTION made and seconded by M. Dodge and D. Nordstrom approving Item K1.

Discussion:

Committee member selection is referenced in 4020.

Committee representatives/alternates are approved by the Academic Senate.

G. Horton expressed concern with the vulnerability of having non-tenured members

Past C&I presenter K. Puglia and A. Vargas commented on feeling comfortable with the Committee's process reflecting clarity, and there being interactive and collegial participation and dialogue with faculty and administration.

VOTE: MOTION approved by a majority vote.

L NEW BUSINESS

L1 Approve BP/AP 3250 Integrated Planning Process (First Read) Crystal Kollross

BP/AP 3250 have not been reviewed in 17 years. Before the Second Read, the Senators were asked to forward this information to their constituents for review, input and suggestions, which would be forwarded back to C. Kollross. C. Kollross shared information on the shared governance vetting. The process has been designed to be efficient and effective.

Timeline has been sent out with a fall start date. C. Kollross said we're in the second cycle of the annual update this fall. The participation rate for this year is expected at 90% or more. The biggest change in this document outlines the involvement of the shared governance committees in the Integrated Planning Process (program review, planning and research allocation).

M. Michelson suggested the addition of wording to allow the adding of additional committees.

S. Rose: The committee has revised the process to include the necessary committees.

C. Kollross: Administrative procedures are a lot easier to change than Board policies.

President Foster directed the Senators to share this information with their constituents Direction to take back to constituents and to take back to constituents in preparation for the second read on the next agenda.

L2 Approval of the creation of an addendum to the Senate Bylaws that will house approved rules not codified in the Bylaws, RR00 or Brown Act:

MOTION made and seconded by S. Fleming and R. Foster to add the proposed addendum to the Bylaws.

Secretary Fleming encouraged a vote of approval on this item. In the past rules have often been voted on without being codified.

Parliamentarian M. Dodge: The rules can be codified but not added to bylaws.

President Foster: This is flexible because the rules would not require a full-faculty vote. The rules could be changed within the Senate body.

VOTE: Motion approved unanimously.

M ANNOUNCEMENTS

M. Michelson: Comment noting that any kind of disagreement is not meant to show there is personal conflict. Reference was made to today's presenters being defensive.

K. Puglia: Sabbatical application due date: October 31st, before 4:00PM in Human Resources.

N ADJOURN:

MOTION to adjourn made and seconded by R. Foster and M. Dodge.

VOTE: Approved.