



**Adopted Minutes for the Academic Senate  
Meeting for January 25, 2013  
2:30 pm – 4:30 pm, Board Room**

**Officers:** Michelle Risdon, President; Treva Thomas, Vice President; and Jon Kingsbury, Secretary.

**Representatives:** Bruce Armbrust, Nancy Barclay, Julie Ewing (Adjunct Rep), Steve Fernald, Lisa Foley, Eric Hellberg (Adjunct Rep), Sue Kloss, and Christina Tomolillo.

**Representatives Absent:** None.

**Other Faculty:** Susan Boulanger, Wynn Walker.

**Guests:** Nicolas Behney (Student Rep), Virginia Boyar, Kurt Green, Tom Greene, Cheri Jones, Kindred Murillo, and Tracy Thomas.

- I. **Call to Order:** The regular bi-weekly meeting of the Academic Senate was held on January 25, 2013 at 2:38:00pm with the President, Vice President, and Secretary present.
- II. **Reading of the Minutes from the Meeting of November 30, 2012:** Jon noted one minor change. The minutes were approved by consensus.
- III. **Senate President's Report:** Michelle offered thanks to Treva and Jon for covering while she was on sabbatical. She reported attending a couple of Board meetings since her return. At one meeting they agreed to a district election format for Board members v. at-large in response to the CVRA (California Voters Rights Act). She noted that the Board is working with the LTUSD (Lake Tahoe Unified School District) to have both boards use the same format. Michelle also noted that the Board decided to go to even-year elections and the first election will be in 2014 followed by one in 2016. She strongly suggested that individuals check the Board packet for the 1/22 meeting for details. Michelle reported that she and Jon attended a Brown Act workshop on Friday, 1/18 where there were some questions on the application of the Brown Act for various councils and committees. She noted that the pilot for the cross-country ski program will begin in February; individuals can check with Megan in Community Education for details. Michelle mentioned that there will be some faculty committee assignment changes coming soon. She thanked all of the senators for working through the fall meetings and the transition of our new governance process with more coming later in the meeting. You can check with Michelle if you have any comments and questions. Michelle then asked for a motion to move the agenda item V.B. Foundational Skills Work Team Report to be next due to time constraints for the presenter. Motion passed.

**IV. Administration Report**

- A. **President:** Kindred welcomed back all faculty members from the holiday break. She noted her appreciation for seeing the many agenda items on student-related issues. She also noted that the change in Board elections provides the College with an opportunity to share election costs with LTUSD. Kindred also explained that the CVRA addresses underrepresentation of minority groups and that South Lake Tahoe has a high percentage of a Hispanic population.
- B. **Vice-President:** Tom reported on the status of a couple of grants. The College is considering two grants over next few months. One is a re-submission of a Title III Co-op grant with Columbia College (serving as the grant lead) that focuses on building a culture of evidence and improving data-informed decision making. The application received a perfect score but there is no guarantee given the high level of competition. The other grant is also a co-op with Columbia College (with LTCC as lead) with a focus on student learning and success. Tom noted the opportunity of grants to support activities we want to do given the need for student access and success such as possibly a comprehensive first-year college experience program. He alerted faculty to a bag lunch meeting to be held on Friday, March 1, to discuss the College's philosophy on grants. Tom reported on the proposed soccer program and the significant shift in demographics and demand. He noted the research work of Tim Johnson during the fall quarter and how the benefits and costs will be detailed. Tom mentioned the viability of both men's and women's programs with a fall schedule of roughly 16-20 games. He also mentioned a possible booster club to help finance the programs. Tom commented that program addresses our strategic goal of reaching out to low-income and 1<sup>st</sup> generation students. He reminded everyone of our challenge to maintain consistent enrollment and revenue streams and that athletic programs help get students into school and to achieve their educational goals.
- C. **Deans:** No reports at this time.

**V. Unfinished Business, General Orders, and Discussion Items**

- A. **Earning Multiple Degrees.** (Second Reading - Dixon). Agenda item was postponed until a later date.
- B. **Foundational Skills Work Team Report.** (Discussion - Walker). Wynn reported on results of the Team's tracking efforts and identified four recommended areas:
1. Curriculum: A. ESL Program: Maxine will put together a committee that will work together along with Kurt and Tom and do a program vitality assessment of the ESL program. B. Revisit the Pre-Stats Class: Wynn will do research on the various alternate pathways to college transfer level math that are being pursued.
  2. Scheduling and Enrollment: A. Kurt will review the projected schedules for next year and work with department chairs to establish consistency of time of day, day of week, classroom location, and instructor for sequences of foundational skills classes. B. Wynn is working with Aaron Barnett to formulate an enrollment policy for basic skills classes.
  3. Infuse a College Success Experience: The Team suggested a required mandatory counselor meeting for all students entering Basic Skills classes. Counselors should actively promote students to enroll in the next level basic skills class immediately after passing a basic skills class. SSTF (Student Success Task Force) requires that basic skills students have an educational plan.

4. Workshops and Trainings: The Team recommended that the College establish 2-3 ETWs (Excellence in Teaching Workshops) per year that focus on teaching basic skills classes and revive the apprenticeship program for adjuncts. Michelle mentioned that many, if not all, of these proposed ideas relate to the responsibilities and charges of the Academic Senate (“10+3”), the CLC (College Learning Council), and the various Work Teams. She noted the ongoing learning process for all on the relationship between Academic Senate, CLC, and Work Teams; more on this later.
- C. **High School Students Attending College Courses.** (Discussion - Boulanger). Susan reported her concern and challenges with having High School students in her classes and more specifically those students not being prepared for college-level classes. Tracy noted the classes with an advisory of ENG101 must take the LTCC assessment. She also commented that she feels our standards are rigorous. Some discussion ensued on specific positive experiences with High School students. Tom suggested that courses with significant writing requirements consider adding an ENG101 advisory. Michelle commented on the effective use of the course syllabus to properly describe the course requirements.
- D. **Campus Safety Training.** (Discussion - Risdon). Michelle presented the idea of having professional development funds to continue campus safety training for the faculty and she wanted to gauge faculty interest. There seems to be interest for both full-time and part-time faculty participation. Michelle solicited ideas from faculty and it was noted that the previous guest was good and could be invited back. Nancy expressed interest in having more specific classroom management discussions. Michelle noted that she will send out an email to all faculty early next week since the deadline for funding is next Friday, 2/01.
- E. **Department Chair Access to Rosters.** (Discussion - Risdon). Michelle reported on the challenge of department chairs not having access to all of their department’s class rosters. Steve noted that the old system was absolutely necessary. Nancy explained that it should not be restricted to just the chair but available for all full-time faculty. Bruce commented that he has never needed access and wondered why we would need it. Steve explained that he uses it to make sure the student is in the right course and on the right track. Treva mentioned the need to strategize the best fit of students to classes to address enrollment management issues. Michelle suggested that some departments may not have a need but clearly others do. Tom mentioned that it seems to be a good idea but there may be technology problems related to access but that they are working on it.
- F. **Non-funded Drops Policy.** (Discussion – Risdon/Greene). Michelle updated the Senate on possible funding impact due to the change in the census date beginning in 2013-14. It is proposed that the college move the “Drop with No Record” date to the day before the census date beginning in 2013-14. Regulations concerning apportionment funding changed in 2013-14. Consequently, the college no longer is funded for any student enrollment that does not result in a transcribed grade. Michelle presented the pros/cons of a change in dates. Nancy commented that in the CLC meeting the policy change was viewed as a “no-brainer.”
- G. **Waitlist Policy.** (Discussion – Risdon/Boyar). Bruce presented an update on the Waitlist policy and emphasized that it is still a work in progress. He noted that the policy will be piloted in the spring. He stressed that many classes will not even be impacted since they rarely fill to their limit. Bruce explained the details of the process and the importance of faculty honoring their waitlists. Some discussion ensued on

specific components of the policy. Bruce reminded everyone that there will be a Waitlist training session at the All Faculty Meeting next Friday, 2/01, at 1:00pm in the Board Room.

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The meeting was called at this time as it had run over its scheduled two hours. The remaining agenda items will be addressed at the next Academic Senate meeting on Friday, February 8<sup>th</sup>. Please scroll down to the Announcements and the Good of the Order. Thank you.

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- H. **CLC/Senate Relationship.** (Discussion – Risdon).
  - I. **Senate Communication with Faculty at Large.** (Discussion – Risdon).
- VI. **New Business**
- A. **Class Size Based on Academic Parameters Agreement.** (First Reading - Hamilton).
  - B. **Distance Education Course Evaluation/Remediation Process.** (First Reading - Richardson).
- VII. **Other Officers' and Representative Senators' Reports (5-minute limit per person)**
- A. **Treva Thomas** (Vice President): .
  - B. **Jon Kingsbury** (Secretary): .
  - C. **Bruce Armbrust, Sue Kloss** (Biology, Chemistry, Geology, Mathematics, Physical Education, and Physics): .
  - D. **Nancy Barclay, Christina Tomolillo** (Anthropology/Sociology, Art, English, History/Political Science, Music, Psychology, Theatre, and World Languages): .
  - E. **Lisa Foley** (Counseling, Disabilities Resources Center, and Library): .
  - F. **Steve Fernald** (Business, Computer Applications, Computer and Information Sciences, Culinary Arts, and Early Childhood Education): .
  - G. **Julie Ewing and Eric Hellberg** (Adjunct Faculty): .
- VIII. **Reports of Standing Committees/Workgroups (5-minute limit per committee)**
- A. **College Learning Council:** .
  - B. **Institutional Effectiveness Council:** .
  - C. **Other Councils:** .
  - D. **Curriculum Committee:** .
  - E. **SLO/Assessment Committee:** .
  - F. **Professional Development Committee:** .
  - G. **Equivalency Committee:** .
  - H. **Faculty Hiring Prioritization Committee:** .
  - I. **Other Standing Committees:** No reports at this time.
- IX. **Hearing of the Public on Items Not on the Agenda**
- X. **Announcements**
- **Nancy:** Janice Tait will be undergoing chemotherapy and to contact Nancy if you would like to help with meals.
  - **Michelle:** Writer's Series tonight, Friday, Jan. 25th at 7:00 p.m. in the Library.
- XI. **Good of the Order**
- **Sue:** Kudos to Treva and Jon for their work in the fall!

XII. **Adjournment:** Adjourned at 4:43:13pm.