



**Adopted Minutes for the Academic Senate
Meeting for February 8, 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: David Hamilton.

Guests: Nicolas Behney (Student Rep), Kurt Green, Tom Greene, Cheri Jones, and Kindred Murillo.

- I. **Call to Order:** The regular bi-weekly meeting of the Academic Senate was held on February 8, 2013 at 2:33:27pm with the President, Vice President, and Secretary present.
- II. **Reading of the Minutes from the Meeting of January 25, 2013:** Jon noted a couple of minor grammatical changes. The minutes were approved by consensus.
- III. **Senate President's Report:** Michelle had no report at this time but will present several items later in the meeting.
- IV. **Administration Report**
 - A. **President:** Kindred presented on the CVRA (California Voting Rights Act) and reported on the change in the College's Board of Trustees election process. She showed a map (with Bruce's assistance) delineating the five districts as the Board moves to district/area elections v. at-large elections in conjunction with LTUSD (Lake Tahoe Unified School District). Kindred noted a public hearing is scheduled for Tuesday night, 2/12. She also reported that the Board is moving to an even-year election schedule which means the College will share the election costs with the District. She noted that the new format should promote the goal of getting more people out to vote. The first even-year elections will be in 2014 and 2016. Lisa mentioned that the library has a street-level map for individuals to identify the area in which they live. Kindred noted that the administration is waiting for the Accreditation Report Action Letter and that it will be posted on the website for all to view.
 - B. **Vice-President:** Tom had no report at this time. Michelle asked about the College's current enrollment status and Tom noted that it is 12% below the same time last year. He noted that the improving economy may be a factor. Lisa asked about online students and Tom mentioned the Passport access problems, the CVC (California

Virtual Campus) course-listing problems, and the competition from other schools that are increasing their online course offerings.

- C. **Deans:** Kurt provided an update on the History/Political Science full-time faculty search. He mentioned that the College received over 100 applications and that he and Scott Lukas did a preliminary review to sort it down to 39 applicants. He acknowledged his appreciation to the faculty on the committee who will be meeting tomorrow, Saturday, 2/09, to develop a final listing of possible candidates to interview.

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

- A. **Campus Safety Training.** (Discussion – Risdon). Michelle reported on the following ideas in terms of Campus Safety Training:

1. Bring in someone with a more education-specific perspective/experience to lead a training
2. Focus more on specific challenges that instructors might face in Foundational Skills courses
3. Focus on classroom management in practical, as opposed to theoretical, terms – how to do with specific comments, behaviors, and actions
4. Organize a positive discipline training
5. Conduct an on-the-ground assessment of our current spaces and training on what we would do, explicitly, in a situation of compromised safety
6. Organize an active shooter training – shelter in place training
7. Invite a mental health expert to discuss the practical guidelines of dealing with situations involving mental illness and/or substance abuse

Michelle noted that the results were leaning toward classroom management along with office situations. Lisa asked if the training would be mandatory or not. Michelle did not think it would be initially but campus-wide may be more likely. Steve commented on faculty never having enough training and that it is a good subject for faculty. Michelle will pursue this and report back on her progress.

- B. **Department Chair Access to Rosters.** (Discussion – Risdon). Michelle shared a list of 16 faculty requesting course rosters of all department classes along with comments. Tom asked about the currency of the rosters and whether it would be okay if they were 24 hours old. Steve commented that it would depend on issue and that some may not be while others may be time sensitive. Jon mentioned that having access is the primary concern and that a reasonable time lag is okay. Tom wanted to be very clear – at this time we do not have a solution to the request. However they are actively pursuing this but we may not have a solution for awhile. Treva asked about next quarter and Tom stated that they do not have a timeline. Nancy asked about the access issue and Tom noted that it is not a legal and not a philosophy problem but merely a technological problem.
- C. **Non-funded Drops Policy.** (Discussion – Risdon & Greene). Michelle asked the Senate Representatives for their feedback from their groups on moving the “Drop with No Record” date up to day before the census date. Various Representatives noted positive feedback and Michelle stated that the Academic Senate is in support of moving the “Drop with No Record” date up to day before the census date.
- D. **CVRA—California Voting Rights Act.** (Discussion – Murillo). Kindred already discussed this topic in her President’s report earlier in the meeting.
- E. **CLC/Senate Relationship.** (Discussion – Risdon). Michelle noted that although she was on sabbatical during the fall quarter, she was aware of the ongoing dialogue

- regarding the new governance process. She was also kept in the loop with Treva and Jon. Recently Michelle talked with Tom about the Academic Senate getting ahead of the agenda items for both CLC (College Learning Council) and Senate with regard to the “10+3” issues. Sue commented on her fall experiences and felt things were being worked out although there are concerns over duplicate efforts and questions on the process of agenda items. Tom noted that it would be ideal for Senators to have items before the CLC meetings so that they can go to their constituents for feedback. Steve reflected on the old days of full Senate meetings and likes this format better. However, he did note that he feels some confusion/detachment from many of the new councils and is not sure what they all have as responsibilities. Michelle commented on faculty representation on the CLC. Lisa asked about the idea of rotating representatives on the CLC but keeping the President/Vice President. It was noted that the downside of that idea is the lack of consistency of serving. Bruce mentioned that everyone can attend to stay informed. He also acknowledged his personal challenge of making meetings as his students come first. Jon agreed and noted his 50-50 split of F2F v. online allows him greater flexibility in making meetings. Sue also mentioned how an overload can create a similar challenge of making meetings.
- F. **Senate Communication with Faculty at Large.** (Discussion – Risdon). Michelle presented on the survey results (only 5 respondents) and was seeking additional information from the representatives. Steve noted that he has some sense that some faculty are on the periphery and not engaged. There appears to be an allowance for faculty to not be attached and to not really participate. He emphasized that it is not everyone but some faculty and that the current meeting format is more effective. Julie commented that faculty have to want to know things. Sue felt that there is a higher level of engagement **for many faculty members in college and faculty activities** now than years past. Michelle agreed with Sue as she noted that faculty are always willing to volunteer. Christina mentioned that she hears from some adjuncts. Julie noted that she tries to communicate with adjuncts but that not all of them want to hear. Michelle acknowledged the comments and will keep checking in with the Senate for feedback and suggestions.
- G. **Class Size Based on Academic Parameters Agreement.** (First Reading – Hamilton). David began by mentioning a variety of ways to determine class size, such as the number of seats in room or the number of computers available for students. However he noted that specific academic requirements are not addressed where course have a practicum element which requires individual participation/presentation assessments that consume a lot of class time. He suggested that the Academic Senate work with the administration to develop an enrollment policy to cap limits for these types of courses. David noted that instructors and their Dean could discuss and determine a manageable limit. Steve and Eric both offered examples of where they went to Ricki to change rooms in order to manage class size. Michelle asked about a maximum class size policy and David noted that Folsom Lake College has a fairly loose policy with instructors and their Deans agreeing on class size. Steve noted that he likes that arrangement as long as it maintains consistency across the curriculum. Tom encouraged the Academic Senate to research other schools. Bruce reminded the Senate that we are having this discussion at this time and that it will be brought back for a second reading. Michelle noted the importance of thinking about the purpose of such a policy. Is it to be like other schools or is it to do what is right for our students and our disciplines? This agenda item will be brought back for a second reading at the next Senate meeting.

H. **Distance Education Course Evaluation/Remediation Process.** (First Reading – Richardson). Jon reviewed the process and Julie asked if it the evaluation process is for the class or the instructor. Jon explained that the online environment is unique and that the evaluation is for both the instructor and the class (designed by the instructor). Kurt mentioned that the evaluation process is changing and focusing on new faculty. Tom commented on the unique environment of online classes and the need for a process for improving the quality of our online teaching. He also noted that the DE Coordinator could be the mentor for those instructors in need of remediation. Tom liked the proposed structure as such an evaluation process needs to be articulated. Kurt asked Senate representatives to contact their constituents to volunteer as we have more adjuncts needing to be evaluated. This agenda item will be brought back for a second reading at the next Senate meeting.

VI. **New Business**

A.

Due to meeting time constraints, Senate skipped over Other Officers' and Representative Senators' Reports. Please scroll down to the Reports of Standing Committees and Workgroups, and the Good of the Order. Thank you.

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:** Michelle noted that there has not been another meeting since our last Senate and won't be another one until after our next meeting.

B. **Institutional Effectiveness Council:** Jon reported that the Council, as part of its charge of assessing institutional effectiveness, had a meeting yesterday where Strategic Issues #1 (Student Access) and #2 (Student Success, Learning, and Achievement) were assessed. Jon also noted that a year-end report will be prepared summarizing the Council's assessment of all four strategic issues. Michelle also noted that Michael O'Laughlin has stepped in to replace Cathy Cox (schedule conflict) for the remainder of the academic year.

C. **Other Councils:** No reports at this time.

D. **Curriculum Committee:** No report at this time.

- E. **SLO/Assessment Committee:** It was noted that course SLO assessments for the fall were due a couple of weeks ago.
 - F. **Professional Development Committee:** Treva noted that there was a delay in scheduling their meeting until next Tuesday and that she will inform applicants of the delay in notification.
 - G. **Equivalency Committee:** No report at this time.
 - H. **Faculty Hiring Prioritization Committee:** No report at this time.
 - I. **Other Standing Committees:** No reports at this time.
- IX. **Hearing of the Public on Items Not on the Agenda**
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- X. **Announcements**
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- XI. **Good of the Order**
- **Michelle:** Kudos to Suzanne and the Writers' Series held last evening in the Aspen Room with Tracy Ross, author of *The Source of All Things*.
- XII. **Adjournment:** Adjourned at 4:30:10pm.