



**Adopted Minutes for the Academic Senate
Meeting for May 3, 2013
2:00 pm – 4:00 pm, Room A251**

Officers: Michelle Risdon, President; Phyllis Shafer, Vice President; and Jon Kingsbury, Secretary.

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

Representatives Absent: Lisa Foley and Eric Hellberg (Adjunct Rep).

Other Faculty: Tim Johnson.

Guests: Peter Bostic and Kurt Green.

- I. **Call to Order:** The regular bi-weekly meeting of the Academic Senate was held on May 3, 2013 at 2:02:33pm with the President, Vice President, and Secretary present.
- II. **Reading of the Minutes from the Meeting of April 19, 2013:** Jon reported no changes. The minutes were approved by consensus.
- III. **Senate President's Report:** Michelle reminded everyone that it is time for the annual Distinguished Faculty Award and to let her know if you have someone in mind. She noted that it is the same process as last year. There was a meeting to discuss LTCC becoming a pathway to 4-year colleges and Michelle noted that these are very preliminary discussions. She also attended the soccer meeting and commented on how many people were in attendance. Michelle reminded everyone of the Visionary Session, scheduled for Saturday, June 8. Finally, Michelle mentioned the need for feedback from faculty on time spent serving on committees with the intent of developing a tiered committee structure.
- IV. **Administration Report**
 - A. **President:** Kindred was not in attendance.
 - B. **Vice-President:** Tom was not in attendance.
 - C. **Deans:** Kurt had no report at this time.
 - D. **CACE (Special Report):** Peter mentioned his goal of wanting to focus on the college in a marketing plan. He noted that the #1 asset of the school to our students is the LTCC Faculty. He acknowledged the recognition Larry Green received for his leadership by MERLOT organization (Multimedia Educational Resource for Learning and Online Teaching). The following link will show you Larry's Applet Page: <http://www.merlot.org/merlot/viewMaterial.htm?id=77279>. Nancy told Peter about

the upcoming ETW (Excellence in Teaching Workshop) for adjuncts on Friday and Saturday, 5/17-18. Peter said he would promote this program.

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

VI. **New Business**

- A. **Soccer Team Proposal.** (Johnson – Discussion). Tim followed up on status of the proposal and last week’s community meeting held in the Aspen Room. He noted there is a survey in process for the community to gauge the interest in playing. There is also one to LTUSD asking for feedback from the community, both in interest and financial support. Tim mentioned that they are trying to tightening up the budget piece and also looking into registration and eligibility concerns along with necessary curriculum changes. He also noted that with off-season training, students would enroll in classes for all quarters and that there would be a need to develop support services for success. Tim mentioned that \$1500 was raised on the night of the community meeting (attended by 50+). Nancy asked about others who could not attend and Tim noted that there is some interest. Nancy asked about whether or not we have enough interest to have both male and female teams. Tim said that he had asked about Title IX implications without one of the two teams and is waiting to hear. Michelle commented on the strong Latino presence at the meeting and Christina asked if there were any opposing comments. Tim said there were no opposing comments. Nancy mentioned how good it is to see a strong Latino presence as it is currently lacking in our school.
- B. **Update on ASCCC Spring Plenary.** (Risdon – Discussion). Michelle reported on the ASCCC Spring Plenary (4/18-4/20) she attended in San Francisco, titled “Rising to the Challenge: Responding to Disruptive Forces.” Michelle reported on several of the resolutions including MOOCs & SB520 which the State Academic Senate does not support at this time and Michelle read a resolution expressing concerns and a need for further study of MOOCs as we need to get ahead of MOOCs. Michelle reported that she voted against the resolution to create a new discipline titled “Teacher Education” as currently structure because it does not include a Master’s in Early Childhood Education as an option. She noted that the resolution did not pass. Michelle also mentioned a move to revisit the penalties for acts of plagiarism or cheating where currently it is limited to a failure for the assignment in which the act occurred and not failure of the course. The details to all resolutions can be viewed at: <http://www.asccc.org/session/resolutions>.
- C. **Faculty Retreat to Discuss Distance Education (DE) and Its Future at LTCC.** (Risdon – Discussion). Michelle reported on her discussion with Steve R. on when to meet and the retreat is scheduled Friday, May 10, 1-4pm in A106. She noted that lunch will be offered and both FT and PT faculty are welcome. Michelle said the idea is to discuss where we see DE going at LTCC. Sue asked if faculty would be able to give feedback if they were unable to attend and Michelle said they would.
- D. **Updated Online Hiring Process and Rubric for Quality Instruction.** (Risdon – First Reading). Michelle reported on last Friday’s meeting on the evaluation process and the question as to why have a separate rubric and shouldn’t we have the same for all. Michelle noted changes in the hiring procedure for online instructors which now includes FT faculty. Michelle also presented the rubric and noted the removal of “online” from most of the document and the addition of #4 to the front page of the document. She noted that this document would replace existing evaluation documents

- for both FT and PT faculty. Michelle also noted some minor wording changes. Category 2 is the only category exclusively for online courses and that all astericks are from the original evaluation forms. Nancy asked about the process and if we were to pass it at our next meeting would it then go to negotiations. Michelle said we would then decide if it should be formalized before going to negotiations.
- E. **Program Vitality Assessment/Process.** (Risdon – Discussion). Michelle commented on the work of the EMT (Enrollment Management Team) with Bruce, Beachy, Pete, and Eric as the faculty along with other staff members. Michelle expressed her desire to get this to Academic Senate this academic year because of budget concerns ofr the upcoming 2013-14 academic year. She noted that we need to have something in place in case LTCC needs to address programs. The details of the process include guiding principles, timeline (fall quarter) and data requirements in an attempt to standardize the process so that it can be consistently apply to all programs. Sue asked about the process for getting faculty feedback to the team. Michelle said for Senators to include Michelle on email feedback. Bruce said that the team feels good about this process. The goal is to have feedback by our next meeting.
- F. **Officers and Senators Elections.** (Kingsbury – Discussion). Jon noted that it was time for the Academic Senate to prepare for the upcoming elections and that there is a process in the bylaws for determining who would continue to represent for another year and who could decide whether to run again or not. It was acknowledged that there was some confusion with wording with the bylaws. The intent of this section of the bylaws is to ensure that we have staggered terms for the Senators. There was some discussion on faculty workload, committee demands, and Senate effectiveness. Jon noted that this would be brought back for additional discussion at the next meeting.
- VII. **Other Officers’ and Representative Senators’ Reports (5-minute limit per person)**
- A. **Phyllis Shafer** (Vice President): Phyllis had no report at this time.
- B. **Jon Kingsbury** (Secretary): Jon reported that he would be bringing the faculty prioritization application form to the Senate for review with the hope of having a final document available to faculty before we leave for the summer. Completed applications would be due in early fall quarter.
- C. **Bruce Armbrust, Sue Kloss** (Biology, Chemistry, Geology, Mathematics, Physical Education, and Physics): Bruce and Sue had no reports at this time.
- D. **Nancy Barclay, Christina Tomolillo** (Anthropology/Sociology, Art, English, History/Political Science, Music, Psychology, Theatre, and World Languages): Nancy and Christina had no reports at this time.
- E. **Lisa Foley** (Counseling, Disabilities Resources Center, and Library): Lisa was not in attendance.
- F. **Steve Fernald** (Business, Computer Applications, Computer and Information Sciences, Culinary Arts, and Early Childhood Education): Steve had no report at this time.
- G. **Julie Ewing and Eric Hellberg** (Adjunct Faculty): Julie had no report at this time and Eric was not in attendance.

Due to meeting time constraints the remaining sections of the agenda were omitted.

- 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:** .
- IX. **Hearing of the Public on Items Not on the Agenda**
- None.
- X. **Announcements**
- None.
- XI. **Good of the Order**
- None.
- XII. **Adjournment:** Adjourned at 4:01:14pm.