



**Adopted Minutes for the Academic Senate
Meeting for April 19, 2013
2:00 pm – 4:00 pm, Board Room**

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

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

Representatives Absent: Eric Hellberg (Adjunct Rep).

Other Faculty: None.

Guests: Virginia Boyar, Kurt Green, Tom Greene, Aaron McVean, and Kindred Murillo.

- I. **Call to Order:** The regular bi-weekly meeting of the Academic Senate was held on April 19, 2013 at 2:08:13pm with the Vice President and Secretary present (President was attending the State Senate Spring Plenary in San Francisco).
- II. **Reading of the Minutes from the Meeting of March 22, 2013:** Jon noted one minor grammatical change. The minutes were approved by consensus.
- III. **Senate President's Report:** Jon read the following report from Michelle:
"Hi everyone, I am sorry not to be in Senate today (and sorry to miss the get-together after!). The state Senate Spring Plenary is this weekend in San Francisco, so I am there currently. Here is a brief President's report:
 - At the last Board meeting, as you saw in the LTCC Times-Digest, the Board heard comments from various public officials and others on Snowglobe and agreed to proceed with discussions about bring the event back, provided LTCC's needs can be met. Does the Senate want to take a position on Snowglobe?
 - Mark Williams presented his PDL report on his study of ProTools and his creation of a ProTools certificate program and the work the music department is doing around the commercial music industry.
 - Budgets will be due May 1st, and given the cuts that will be necessary, all programs are being asked to look for ways to make a 3.6% reduction.
 - There was no decision on the hiring of a History/Political Science instructor.
 - Reduced teaching load was approved for 3 faculty, and a change in the percentage of reduced load was approved for a faculty member already on reduced load. There was some discussion of this program among Board members in terms of concerns about how many faculty are going to be eligible for this program soon and what impact that will have on instruction and budget. (My understanding is that there are currently 6 faculty approved for and/or already on reduced load.)

- There is a lot of thanks expressed by the administrators to the faculty for the hard work that is being done in light of declining enrollments.
- The "visioning session" will take place on June 8th, and everyone is encouraged to attend.

Thanks, and I will be checking email, so please feel free to email me if you have any questions or need any specific information from the plenary session. Thank you to Phyllis for taking on the VP's role! Best, Michelle”

NOTE: More of Michelle’s report is presented in agenda items VI.B. Support for SB329 and VIII.A. College Learning Council (CLC) report.

Bruce asked about the History/Political Science faculty position and it was reported that it had not been finalized in time for the Board meeting on April 9th and it is expected to go to the Board on May 14th.

IV. **Administration Report**

- A. **President:** There was no report at this time.
- B. **Vice-President:** Tom had no report at this time.
- C. **Deans:** Kurt reported on the Basic Skills Work Team and its research into accelerated program development courses for both Basic Skills Math and English sequences. The problem has been that students often are unable to complete the existing 2-3 basic skills courses and do not continue with school. Michelle, Jan, Julie, and Mary Gillespie will be part of a 3CSN Acceleration Project where they will be attending 3 workshops focusing on the development and creation of an Accelerated English course that will be piloted winter quarter 2014. As this workgroup moves through the process, they will inform both the Basic Skills Work Team and the Academic Senate. Lisa asked for more clarification and Kurt explained that it is portfolio-based work with a Pass/No Pass grading structure. He also noted that more than 30 schools are currently using this program and that the success rate is “stunning.” It is an opportunity for students to take one basic skills class before moving to college-level courses. Bruce noted that the Math Department currently offers a two-week course designed to help refresh students in MAT 152A, MAT 152B, and MAT 154A (basic and intermediate algebras). The idea is to get students back up to speed for the assessment test.

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

- A. **Integrated Planning Guide (IPG).** (McVean – Second Reading). Aaron noted that the IPG had been previously presented to the Academic Senate and to the IEC (Institutional Effectiveness Council) with a change in the planning process to include the Academic Senate (Figure 2, p.13). Nancy first/Sue seconded, motion passed unanimously. The current draft of the IPG can be found at the following link:
<https://portal.ltcc.edu/ltccresources/research/Documents/LTCC%20Integrated%20Planning%20Guide%20-%20DRAFT.pdf>

VI. **New Business**

- A. **Proposal for Change to Student Evaluation Process.** (Greene – First Reading). Tom presented a brief overview of the new evaluation process that uses the online Qualtrics software. Nancy asked about the purpose of this agenda item and Tom

noted that he wanted input from the Academic Senate. Shelley presented the details to the process where students will receive individual emails for each class taken. Nancy asked if the faculty will be notified when the emails go out. Shelley referred to the timeline proposals identifying certain weeks in the quarter with specific examples for spring 2013. Bruce noted the three proposals of courses to be included in this evaluation process and expressed concerned about it being used for all classes. He mentioned faculty on tenure review or in remediation otherwise he felt it is a great process. Nancy expressed concern with having a real hard line on the time for evaluations and if there can be more flexibility. She proposed a 2-3 week period in which to administer the survey. Julie was concerned with low student response. Shelley explained the apparent change in student behavior from fall to winter quarter where there was a much better response rate in winter (closer to 40%) than fall (20%). Tom acknowledged that this process is on an adoption pace thus the idea of trying to incentivize it for students (raffle for \$50 Barnes & Noble gift card). Nancy noted that faculty can promote it to our F2F and DE students. There was more discussion on which weeks were best for administering the evaluation process. Nancy felt the 7th week was good and Sue asked about having a choice of weeks and Jon agreed that giving us a 2-3 week window might be the best option.

- B. **Support for SB329.** (Risdon – First Reading). Jon read the following note from Michelle:

“And last, I need to request that the item I put on the agenda for today, the Resolution in support of SB329, be moved to a First Reading/Suspension of the Rules item, and I ask that the Senate vote on and, I hope, approve this resolution today in the interest of timeliness. I thought we had more time to go through the regular process, but it looks like our support would be needed earlier than I had thought.”

Kindred provided a brief overview of SB329. Bruce made a motion to suspend the rules/Nancy seconded with all in favor. Lisa asked about the process for establishing residency and Kindred said the College will have residency processes in place. Resolution passed unanimously.

VII. **Other Officers’ and Representative Senators’ Reports (5-minute limit per person)**

- A. **Phyllis Shafer** (Vice President): No report at this time.
- B. **Jon Kingsbury** (Secretary): No report at this time.
- C. **Bruce Armbrust, Sue Kloss** (Biology, Chemistry, Geology, Mathematics, Physical Education, and Physics): No reports at this time.
- D. **Nancy Barclay, Christina Tomolillo** (Anthropology/Sociology, Art, English, History/Political Science, Music, Psychology, Theatre, and World Languages): No reports at this time.
- E. **Lisa Foley** (Counseling, Disabilities Resources Center, and Library): No report at this time.
- F. **Steve Fernald** (Business, Computer Applications, Computer and Information Sciences, Culinary Arts, and Early Childhood Education): No report at this time.
- G. **Julie Ewing and Eric Hellberg** (Adjunct Faculty): No report at this time.

VIII. **Reports of Standing Committees/Workgroups (5-minute limit per committee)**

- A. **College Learning Council:** Jon read the following report from Michelle on the last CLC meeting:
 - A group, including me, Nancy, Aaron Barnett, Tom, and Virginia, will be meeting on April 26th to work on the rubrics the Senate has recently supported regarding

online courses and hiring. The goal is to look at how those rubrics could be adapted to apply to all course creation and evaluation and hiring of adjuncts. The group will come up with a proposal that will then come back through the Senate for discussion and, if appropriate, approval.

- I have received a second draft of the Program Vitality Assessment process from the Enrollment Management Work Team, and this document will also be coming through Senate for discussion and, if appropriate, approval.

B. Institutional Effectiveness Council: Jon reported that the Council had its first reading of the IPG (Integrated Planning Guide) with its second reading coming on May 9th. He also mentioned there was a brief discussion on the planning of the preparation for the next accreditation visit and more specifically, the role of the IEC in providing direction to the other councils and in developing an evidence collection process.

C. Other Councils: No reports at this time.

D. Curriculum Committee: Tom reported on the progress of the multi-degree policy. He believes a couple of more meetings will be needed to finalize the policy and then it will be presented to the Academic Senate.

E. SLO/Assessment Committee: No reports at this time.

F. Professional Development Committee: Phyllis noted that today is the deadline for submitting the last applications for the year.

G. Equivalency Committee: No reports at this time.

H. Faculty Hiring Prioritization Committee: No reports at this time.

I. Other Standing Committees: No reports at this time.

IX. Hearing of the Public on Items Not on the Agenda

- None.

X. Announcements

- **Phyllis:** The three Art Galleries are now open. The Haldan Art Gallery has “How to Collect: Selections from the Hanna Porter & Growdon Family Collections.” The Foyer Gallery has “Rockscapes & the Muse Series” by Jay Weldon. And the Student Gallery (in the Commons) has the Faculty & Staff Exhibition. Phyllis noted the great turnout at last night’s opening.
- **Jon:** There is an excellent article on Steve’s Culinary Arts program in the most recent issue of the LTCC Times-Digest.
- **Nancy:** Janice Tait continues to need our support as she goes through chemotherapy. You can contact Nancy if you want to help.

XI. Good of the Order

- **Sue:** We will be gathering at the bowling alley at 3:30pm! First round is on her!

XII. Adjournment: Adjourned at 2:50:28pm.