



**Adopted Minutes for the Academic Senate  
Meeting for November 30, 2012  
2:00 pm – 4:00 pm, Board Room**

**Officers:** Michelle Risdon, President (on sabbatical); 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:** Pete Dixon and Wynn Walker.

**Guests:** Virginia Boyar, Tom Greene, and Cheri Jones.

- I. **Call to Order:** The regular bi-weekly meeting of the Academic Senate was held on November 30, 2012 at 2:01:00pm with the Vice President and Secretary present. The President is on sabbatical.
- II. **Reading of the Minutes from the Meeting of November 16, 2012:** Jon noted a couple of changes in content within the Representative Senators' Reports. The minutes with these changes were approved by consensus.
- III. **Senate President's Report:** No report at this time.
- IV. **Administration Report**
  - A. **President:** No report at this time.
  - B. **Vice-President:** Tom commented on the relationship between College Learning Council (CLC) and the Academic Senate and the "growing pains" of the College's new participatory governance structure. It is a work in progress and part of the process is that we tolerate the ambiguity. But Tom is confident things can be worked out as the CLC is working on tightening their meeting structure. He noted that the amount of work and the quality of the work has been outstanding. Tom's second comment is on the current Passport problems and he wants everyone to be aware of what's being done. There are implementation issues and the challenge of what we're going through without adequate resources at the beginning. Although Tom recognizes the problems we are experiencing, it is much better now than in the early fall. Nancy expressed concern regarding the password barrier as she is hearing frustration from many students. Steve mentioned the complexity of his program and its demands. He believes there should be support in place. He identified some problems with registration, payment problems, book lists, and incomplete course titles; he is asking for some working support. Cheri offered some points to clarify where the IT folks are

- at. Sue noted that some students are having difficulty accessing their grades. Jon noted that instructors may not have provided access to students and Christina mentioned that students may be clicking on “Grades” and then “View Grades” and not “View Student Gradebook.” It was noted that the new system seems more cumbersome than old system. Tom also asked for questions about the academic calendar. Nancy asked about the AFF Day (All Faculty Flex Day, Friday, January 4<sup>th</sup>) being an individual flex day. Jon commented on the late start and end to the fall quarter is due to the lateness of Thanksgiving.
- C. **Deans:** No reports at this time.

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

- A. **Earning Multiple Degrees.** (Second Reading - Dixon). Pete provided an update and that we are on the right track but not ready to implement yet. He noted that there are so many changes that need to be addressed that getting it done for this year’s catalog revisions is not reasonable. We need to be mindful of the process and want to do it once and do it right. Pete mentioned that something initially appearing simple has become somewhat overwhelming. Pete requested postponing taking action and the this will be given the highest priority next year.
- B. **Academic Calendar.** (Second Reading - Spina). Concern over the AFF Day was expressed and that we should consider changing it to individual faculty flex day. Nancy asked about the start and end dates for the fall quarter and Jon on change due to the lateness of Thanksgiving. Bruce commented on the increased possibility of snow day. Sue first/Steve second, motion passed with one abstention.
- C. **Late Registration for Online Courses.** (Discussion - Barclay). Nancy commented on pulling this agenda item as it is going back to the DE Work Team.
- D. **All Faculty Flex Day January 4, 2013.** (Discussion - Senate Officers). Virginia noted a change to the agenda; there will be one not two morning workshops and described the specifics of a workshop addressing the challenges of dealing with difficult student behavior. Nancy strongly encouraged Tom to find funding for adjunct faculty to attend this workshop.
- E. **Additional Criteria Included in the “Guidelines for Approval” of the Faculty Professional Development Program--Purpose and Procedures Document.** (Discussion – Thomas). Treva asking for some feedback on faculty requesting funding for independent study projects. She noted that the committee is requiring more detail to those requests such as an itinerary schedule. Some discussion ensued with a general agreement on the suggestion presented.

VI. **New Business**

- A. No new business.

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

- A. **Treva Thomas** (Vice President): Treva did not have anything to report at this time.
- B. **Jon Kingsbury** (Secretary): Jon did not have anything to report at this time.
- C. **Bruce Armbrust, Sue Kloss** (Biology, Chemistry, Geology, Mathematics, Physical Education, and Physics): Bruce and Sue did not have anything to report at this time.
- D. **Nancy Barclay, Christina Tomolillo** (Anthropology/Sociology, Art, English, History/Political Science, Music, Psychology, Theatre, and World Languages): Nancy and Christina did not have anything to report at this time.
- E. **Lisa Foley** (Counseling, Disabilities Resources Center, and Library): Lisa did not have anything to report at this time.

- F. **Steve Fernald** (Business, Computer Applications, Computer and Information Sciences, Culinary Arts, and Early Childhood Education): Steve did not have anything to report at this time.
- G. **Julie Ewing and Eric Hellberg** (Adjunct Faculty): Julie and Eric did not have anything to report at this time.

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

- A. **College Learning Council:** Nancy reported on the waitlist being on the agenda for our AFM (All Faculty Meeting) in February. She also mentioned the discussion on DE evaluations. Nancy mentioned the change in the registration process for veterans. Sue noted Aaron's presentation and the ensuing discussions on CCSSE (Community College Survey of Student Engagement) survey results addressing developmental v. non-developmental students. Sue suggested that faculty have continued dialogue on those CCSSE results. Jon agreed that it would be interesting to address possible factors creating the differences. Steve noted that basic skills students get more support so if more students got more support perhaps those differences would be reduced. Sue also expressed an interest in seeing other schools' survey results. She commented on the percentage of students giving presentations and writing papers. Nancy agreed with Steve's point and Aaron noted that TRiO students have to use student services. Lisa commented that using the draft writing process may mean students will be less likely to plagiarize. Treva noted that the CCSSE results could be used in discussions at AFM.
- B. **Institutional Effectiveness Council:** Jon did not have anything to report at this time.
- C. **Other Councils:** Treva reported on the Budget Council's first meeting where they discussed general budget transfers. She noted that there will be more training from Jeff in January. Treva also noted the need for one more faculty member to participate on this council.
- D. **Curriculum Committee:** No report at this time.
- E. **SLO/Assessment Committee:** No report at this time.
- F. **Professional Development Committee:** No report at this time.
- G. **Equivalency Committee:** No report at this time.
- H. **Other Standing Committees:** No reports at this time.

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

- None.

X. **Announcements**

- Eric: The Rock Ensemble, featuring the music of Woodstock, is on Wednesday, December 5<sup>th</sup> at 7:00pm.
- Nancy: An ETW (Excellence in Teaching Workshop) for online instructors will be held at the end of January.
- Treva: The College Holiday Party will be held on Saturday, December 8<sup>th</sup>.

XI. **Good of the Order**

- Nancy: Kudos to the Curriculum Committee and its work throughout the fall quarter!
- Treva: Thanks to everyone for sticking with all the changes in the College's participatory governance.
- Treva and Jon: Thanks for putting up with us without Michelle. She'll be back in January!

XII. **Adjournment:** Adjourned at 3:45:35pm.