



**Adopted Minutes for the Academic Senate
Meeting for October 5, 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.

Other Faculty: Pete Dixon and Wynn Walker.

Guests: Tom Greene, Siwatu Wright (student), and Aaron McVean.

I. **Call to Order:** The regular bi-weekly meeting of the Academic Senate was held on October 5, 2012 at 2:01:00pm with the Vice President and Secretary present. The President is on sabbatical.

II. **Reading of the Minutes from the Meetings of September 14, 2012 and September 21, 2012:** The minutes were approved by consensus with a minor change from Steve Fernald.

III. **Senate President's Report:** Jon reported on the first monthly IEC (Institutional Effectiveness Council) meeting held yesterday. He admitted his error on faculty assignments to the Council but it has been corrected for the next meeting on October 18th where the members of the Council will receive training on consensus building and decision making. He also reported on the upcoming Strategic Planning Session being held next Friday, October 12th, 8:30am-1:00pm in the Board Room where it is hoped that all Senate Officers and Representatives will be in attendance. Jon strongly urged all Representatives to encourage their constituents to attend this very important session especially given the current budget situation. Aaron noted that the representatives can solicit questions from their constituents if they cannot attend.

Treva reported on last Board meeting where Lisa presented her PDL. She also noted the most recent Enrollment Report showed an improvement (the College is down 17% v. earlier reports of near 20%). Also the Facilities Master Plan was presented along with the restructuring in the OITS (Office of Information Technology Services) Department. Jon also noted that at the IEC meeting Kindred shared some of the agenda items for the upcoming Board meeting which included the Facilities Master Plan, a PDL presentation by Bruce, and a report on Community Education.

IV. **Administration Report**

A. **President:** No report at this time.

- B. **Vice-President:** Tom reported on the process under this new representative Academic Senate. He noted that the administration will attend upon request or if they have something specifically to address the senate.
- C. **Deans:** No reports at this time.

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

- A. **Adjunct Faculty Representatives Election Results.** (Discussion - Senate Officers). Jon reported the election results: Julie Ewing and Eric Hellberg have been elected once again. There were 33 ballots and Julie received 30 votes and Eric received 27 votes. Jon also wanted to share some of the comments that adjuncts included on their ballots: “Glad they’re willing to keep up the good fight on our behalf. Thanks Julie & Eric”...“Yes! They are great!”...“Thank you both for stepping up!”...Congratulations to both Julie and Eric!
- B. **Earning Multiple Degrees.** (Discussion - Pete Dixon). Pete summarized the history of multiple degree requirements. He noted that Cheri reviewed 40-50 schools and many do not need anything extra for a second degree. Pete reviewed a handout of the various policies which he had taken to CLC (College Learning Council). He said that the CLC requested that faculty provide some guidance. Nancy asked about the possible harm to students getting so many degrees and Pete said there is little harm to students although it can appear “odd” to employers. Siwato asked if it can be of any help to students for transfer purposes and Pete did not feel it was really a factor.
- C. **Faculty Professional Development Activity Evaluation Form.** (Discussion - FPD Committee). Treva reminded faculty on the accreditation visit where she was asked about the accountability of these professional development funds and if there was a reporting out process. The accountability addresses how this money improves teaching and learning. Lisa commented on using the flex report so as not to duplicate their efforts. Some faculty questioned the necessity of form and reporting. Jon noted that the Activity Evaluation Form, with its five questions, did not appear to be too demanding. Sue mentioned that often the problem is many small tasks create an overload of work. It was stated that faculty can fill it out to whatever extent they want. Treva reported that Michael O’Laughlin suggested no further funding without previous form submitted. Sue thought that was a good idea. Bruce noted that Professional Development funds are optional so if you don’t want to fill out the form you don’t apply for the funds. Steve agreed but he expressed frustration by the many small tasks building into too much.
- D. **FHP Application Data Requirements.** (Discussion - Jon Kingsbury). Jon updated the Senate on some proposed changes to the Department Data section of the Faculty Position Request Form. It was recommended that the section be consistent throughout so #5, Section History, of the Department Data section was expanded to include the three most recent years.

VI. **New Business**

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

- A. **Treva Thomas** (Vice President): No report at this time.
- B. **Jon Kingsbury** (Secretary): Jon noted that Beth had provided him with an update on the gifts made from the Faculty Fund: flowers and gift card for Julie Booth...gift card for Charles Weigel...gift card for Sara Pierce...flowers for Janice Tait...and \$400 to the Retirement Party in November. Jon requested Beth to attend a future meeting to update the Senate on the status of the fund.

- C. **Bruce Armbrust, Sue Kloss** (Biology, Chemistry, Geology, Mathematics, Physical Education, and Physics): Bruce reported on faculty interest in the waitlist and wanted to be sure that faculty members are involved in the discussions. Nancy noted that the waitlist issue is a hot topic at the CLC meeting with Virginia, Chair of the Enrollment Management Team, taking the lead on a faculty survey. It was noted that most faculty and students want the waitlist function and that Cheri leads the technology side. 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 reported on the CLC meeting where the AFM (All Faculty Meeting) is scheduled for 11/09. She also noted that G5 is no longer a Mac lab and the IMAX lab is in D125. Eric expressed his concern for security in the College labs. Nancy also mentioned the discussion on adding a winter graduation and that Cheri expressed concern with a workload increase. Nancy noted that she will bring it back to CLC on the recommendation that the Senate thinks it's something worth investigating. Christina did not have anything to report 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): Steve had a couple of things to report. There has been some discussion on the elimination of the mandatory Flex Day during convocation (Wednesday) as a better use of the time would be to prepare for classes. Along the same lines, there is the consideration of eliminating the Tuesday College Hour because there are no office hours during that time. Steve noted that this causes a detachment from classes scheduled right before or after the hour as students don't show. He also wants to discuss the elimination of the deans from faculty tenure evaluations as it seems to be a waste of the dean's time. Steve also proposed reducing Senate meetings to once per month. Nancy commented that a change in the Flex Day is a Faculty Association item and that the College Hour was created when the student government was very active and that is no longer the case. Bruce suggested that the Flex Day be an instruction day. He also noted that as a Club Advisor, College Hour is used all the time. Jon recommended that Senate keep the 2nd meeting of each month optional as needed. Nancy mentioned that the Senate needs to inform the Faculty Association of its concerns regarding Flex Day and College Office hour. Sue asked about the deans' involvement with faculty evaluations and wondered if it is in Ed Code or an accreditation requirement.
- G. **Julie Ewing and Eric Hellberg** (Adjunct Faculty): Eric commented on his experience with proctoring different classes as he has found it very interesting and that it can be a valuable learning experience. Julie did not have anything to report at this time.

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

- A. **Curriculum Committee:** No report at this time.
- B. **SLO/Assessment Committee:** No report at this time.
- C. **Professional Development Committee:** No report at this time.
- D. **Equivalency Committee:** No report at this time.
- E. **Faculty Hiring Prioritization Committee:** No report at this time.
- F. **Other Standing Committees:** No reports at this time.
- G. **Enrollment Management Workteam:** No report at this time.
- H. **Distance Education Workteam:** No report at this time.
- I. **Student & Academic Support Initiative Workteam:** No report at this time.

- J. **Other Standing Workteams:** No report at this time.
- IX. **Hearing of the Public on Items Not on the Agenda**
- No reports at this time.
- X. **Announcements**
- “Les Miz Saigon: The Concert” is performing tomorrow night, Saturday, October 6, beginning at 8:00 pm in the Duke Theatre.
 - College and Transfer Day is next Tuesday, October 9, 10:00am-1:00pm, in the Commons with over 20 schools in attendance.
 - Welcome Back BBQ is next Tuesday, October 9, 11:30am-1:00pm, will be held out front of the main entrance.
- XI. **Good of the Order**
- Sue: Congratulations to Suzanne on her reading last week.
- XII. **Adjournment:** Adjourned at 4:07:45pm.