



**Adopted Minutes for the Academic Senate  
Meeting for March 22, 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, Eric Hellberg (Adjunct Rep), Sue Kloss, and Christina Tomolillo.

**Representatives Absent:** Lisa Foley.

**Other Faculty:** Steve Richardson.

**Guests:** Tom Greene, Aaron McVean, and Kindred Murillo.

- I. **Call to Order:** The regular bi-weekly meeting of the Academic Senate was held on March 22, 2013 at 2:31:00pm with the President, Vice President, and Secretary present.
- II. **Reading of the Minutes from the Meeting of March 8, 2013:** Michelle noted one major change in her report. She did not attend the March 5<sup>th</sup> Tahoe Prosperity Center meeting and Jon was unable to explain why it was included so it was removed. The minutes, with the change noted, were approved by consensus.
- III. **Senate President's Report:** Michelle was unable to attend the most recent Board meeting where the Board approved the nomination of Lisa Shafer on Classified Employee of the Year and her nomination has now been forwarded to the Chancellor's Office for state-wide consideration. Also at the meeting, Esta Lewin presented on her PDL report and Jeff gave an update on the budget. For more details on these items, you can listen to podcast ([http://library.ltcc.edu/whats\\_new/podcasts/podcasts.html](http://library.ltcc.edu/whats_new/podcasts/podcasts.html)). The Enrollment Management Team will present to the Senate on program vitality. SB 329, which would exempt from the nonresident tuition fee students who attend Lake Tahoe Community College and who have residence in one of several designated communities in Nevada, is moving forward.

Michelle noted that she heard only from Lisa on the plenary session so she will be going solo and will report out to the Senate. She reminded Senate members to remind faculty of the waitlist which begins in the spring quarter. She also suggested that we remind our students of the waitlist process and the need for them to check it regularly. Michelle reported on SB 520, introduced by Senator Steinberg, which is the proposed California legislation that would identify and approve a set of up to 50 online courses that the three public systems (UC, CSU, and CCC) would accept as credit for admitted students. Michelle mentioned Coursera, Udacity, and MOOCs as possible platforms and the

courses would include general education and basic skills types of courses. The Senate's election for Vice President (because of Treva's spring sabbatical) was suspended due to only one candidate, Phyllis Shafer, coming forward. Michelle noted that the Budget Council will need one position because of Treva's PDL and the Institutional Effectiveness council (IEC) will need another faculty member due to a scheduling conflict for Michael O'Laughlin.

#### IV. **Administration Report**

A. **President:** Kindred provided an update on SB 329 and noted that the CCLC (Community College League of California) has taken a position of support. She wanted to clarify that this proposal is not a unique situation as there are agreements with Colorado and Oregon. Kindred stated that she is seeking a letter of support from the Academic Senate. She mentioned the March 13 Future of LTCC meeting where several topics, including MOOCs, the increasing costs, and enrollment issues were discussed and that a sense of urgency was conveyed. Kindred explained that the College needs to get to 1750 FTES and it means a budget cut of \$750,000.

She also mentioned the Visionary Session which is scheduled for Saturday, June 01. The purpose of this session is to identify where the College wants to be in 5 years and to be able to direct that vision with the types of conversations that are happening now.

As an example, Kindred noted the discussion on being a 4-year college and offered a clarification that no mechanism exists in California to move from a Community College to a 4-year school but there is a model called "University Center." Kindred mentioned the idea of sharing administrators, specifically in the technology area.

Nancy asked about the budget process and Kindred explained that she meets with Jeff and also noted the Budget Council, the IEC, and the President's Council are all involved in the process so she feels it has been a very inclusive process. Michelle asked about the AUP (Annual Unit Planning) being used to identify budget needs and prioritization. Kindred noted the 3.6% cut in the budget and the larger institutional initiatives. Steve F. asked when SB 329 would go into effect and Kindred said realistically mid-year 2013-14 or the fall of 2014. She noted the impact on LTCC is estimated to be 60 FTES. Steve F. asked about a downward trend and the idea of a "2+2" with the high school. Michelle asked about the 4-year proposal and where do faculty want to be in the process – at the front-end or later on with program development. Nancy asked about the likelihood of this happening and Kindred explained that it might be very likely with the "University Center" model. Tom suggested that faculty be involved early in the process with the development of programs to facilitate access to a baccalaureate degree. Sue asked for clarity on "University Center" model and it was noted that students stay in one location to complete a 4-year program, somewhat like a satellite campus. The specifics would depend on the individual program. This will come back as an agenda item.

B. **Vice-President:** Tom discussed budget cuts and provided an example of one area, the TLC, where Bob Albrecht would be the Director of the TLC. This would allow Jan Smith to go back into the classroom. Tom emphasized that he is seeking input from others. He also clarified that, at this time, the UC faculty will not support SB 520 and that there needs to be a closer look at the California system in order to migrate demand to available spaces between colleges.

C. **Deans:** No Deans were in attendance.

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

- A. **Rubric for Online Instruction.** (Second Reading – Risdon/Richardson). Michelle commented that Category #3, Instructional Design and Delivery could be used for all faculty members. Steve R. expressed an interest in having this as a formal evaluation but that it would have to be part of our negotiations. Julie mentioned the adjunct faculty feedback she received where some was positive and some had questions – Is it a formal evaluation tool? How does one judge as some of this is very subjective? Why have single set of criteria for online faculty v. F2F faculty? Nancy noted that she had no negative comments for either of these two action items. Tom commented that the current process is somewhat subjective. Jon mentioned the value of the rubric and how it can be an effective guide in making assessments. Steve F. recommended approving this action item and then having a discussion to move toward a rubric for our F2F faculty as well. Nancy first/Sue seconded, motion passed unanimously.
- B. **Online Hiring Procedures.** (Second Reading – Risdon/Richardson). Michelle commented on having faculty in the hiring process and suggested ‘and/or’ in #2b along with a change from ‘is’ to ‘if’ in #2b. Tom suggested ‘Adjunct’ in the heading – Online Adjunct Hiring Procedure (please see Attachment A at the end of these minutes). Sue first/Christina seconded, motion passed unanimously.

VI. **New Business**

- A. **Integrated Planning Guide.** (First Reading – McVean). Aaron shared a brief history of the process and the development of the guide from fall 2010 with the CPC (College Planning Council), a subcommittee of the College Council. He then went through the changes, including the CPR (Comprehensive Program Review) section (p.5) and more comprehensive changes addressing the APR (Annual Program Review) and AUP (Annual Unit Planning) process (p.5-6). Michelle had a question on the wording for the AUPs (p.6). The draft document can be reviewed at <https://portal.ltcc.edu/ltccresources/research/Documents/LTCC%20Integrated%20Planning%20Guide%20-%20DRAFT.pdf>. Aaron also reviewed the Budget Development Timeline (p.7) and the Appendices (p.8-13). Michelle commented on the role of the Academic Senate in the planning process. Aaron explained that in the CPR process, CPRs will come to the Academic Senate. A question was raised as to whether or not the Senate should see all of the CPRs or to review them as needed. Tom suggested that the Senate should look at all CPRs. Kindred commented that the soccer program can be viewed as an example of the process in action.

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 the spring meeting request should be coming out this week. With that in mind, Bruce noted a change in his schedule and that we could move senate meetings back to 2:00pm.
- 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): Lisa was not in attendance.

- F. **Steve Fernald** (Business, Computer Applications, Computer and Information Sciences, Culinary Arts, and Early Childhood Education): Steve F. expressed his concern over the apparent increase in disturbing student behavior and is very troubled about the behavior. He commented that he was not sure what else to do other than reporting it to his Dean. Several faculty members shared similar past experiences and suggestions were offered. Tom and Michelle both mentioned the need for a workshop on classroom management techniques. It was also noted that the College does have resources available for students.
- G. **Julie Ewing and Eric Hellberg** (Adjunct Faculty): No reports at this time.
- VIII. **Reports of Standing Committees/Workgroups (5-minute limit per committee)**
- A. **College Learning Council:** No report at this time.
- B. **Institutional Effectiveness Council:** Jon noted Tom's request for IEC feedback on building a process for the various councils to incorporate guidance for the accreditation self study. He would like this process to begin before the year's end.
- C. **Other Councils:** No reports at this time.
- D. **Curriculum Committee:** No report at this time.
- E. **SLO/Assessment Committee:** No report at this time.
- F. **Professional Development Committee:** Treva noted the need for someone to replace her during her sabbatical in the spring and that funds are still available. Nancy mentioned the idea of the committee considering AETW (Adjunct Excellence in Teaching Workshop) funding for DE adjuncts.
- 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**
- None
- X. **Announcements**
- **Michelle:** Reminded everyone of "Around the World in 80 Days" and its last few shows – Friday/Saturday, March 22-23, 7:30pm and a Sunday matinee, March 24, 2:00pm in the Duke Theatre.
  - **Nancy:** Announced that during March, Lori Gaskin, representing Santa Barbara City College, was at the White House to receive an award for Celebrating Excellence in Community Colleges from Dr. Jill Biden. You can see the article and picture at <http://www.whitehouse.gov/blog/2013/03/19/celebrating-excellence-community-colleges>.
- XI. **Good of the Order**
- **Sue:** Invited Senators to meet after the first meeting of spring (4/19) perhaps at the bowling alley and she will buy the first round!
  - **Michelle:** Wished Treva good luck on her sabbatical!
- XII. **Adjournment:** Adjourned at 4:30:27pm.

**Attachment Follows.**

Attachment A:

## Online Adjunct Instructor Hiring Procedure

- 1 Applicants desiring to teach online for the district shall supply a portfolio of online courses they have taught as supplementary materials to their application.
- 2 The hiring committee shall include:
  - a The DE Coordinator
  - b A faculty member in the discipline if such exists, and/or the dean overseeing the discipline
- 3 The district shall inform such applicants that the following additional requirements must be met prior to their teaching online for the district:
  - a Completion of a three-week Etudes training course conducted by etudes.org
  - b Submission of the online course materials for the proposed course
- 4 The district shall supply applicants with:
  - a the district's *standards for evaluation*
  - b the district's *online course evaluation rubric*
- 5 Newly hired instructors shall have their courses evaluated in the first quarter they are offered.