



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

**Officers:** Michelle Risdon, President (on sabbatical); Treva Thomas, Vice President (absent); and Jon Kingsbury, Secretary.

**Representatives in Attendance:** Bruce Armbrust, Nancy Barclay, Lisa Foley, Sue Kloss, and Christina Tomolillo.

**Representatives Absent:** Julie Ewing (Adjunct Rep), Steve Fernald, and Eric Hellberg (Adjunct Rep).

**Other Faculty:** Wynn Walker.

**Guests:** Tom Greene and Kindred Murillo.

- I. **Call to Order:** The regular bi-weekly meeting of the Academic Senate was held on November 2, 2012 at 2:01:00pm with the Secretary present. The President is on sabbatical and the Vice President is absent due to illness.
- II. **Reading of the Minutes from the Meeting of October 5, 2012:** The minutes were approved by consensus.
- III. **Senate President's Report:** No report at this time.
- IV. **Administration Report**
  - A. **President:** Kindred reported that there will be a special All College Meeting this coming Friday, November 9<sup>th</sup>, from 2:45-3:30pm in the Board Room. The purpose of this meeting is to talk about the ramifications of the outcome of Prop. 30 and Kindred encourages all employees who are at the college that day to attend this very important meeting. It is scheduled at the end of the AFM (All Faculty Meeting) which is scheduled from noon-2:30pm.
  - B. **Vice-President:** Tom reported on the AFM scheduled for next Friday, 11/09. He noted that the agenda includes time to work with your department colleagues to finalize your Annual Program Review Update and to build your summer and fall 2013 Projected Schedules. There will also be some time set aside for adjunct evaluation training for both face-to-face and online courses. Tom noted that you can contact him or your dean if you have any questions or need assistance with the Annual Program Review Update process prior to Friday's meeting.
  - C. **Deans:** No reports at this time.

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

- A. **FHP Assessment Process.** (Discussion - Jon Kingsbury). Jon updated the Senate on the FHP process which is scheduled to begin its assessment phase next week. He reported that faculty Request Forms have been received for positions in Biology/Chemistry, DMA/Photo, English, Fire Academy/Fire Science, and History/Political Science. He also wanted to clarify who among the representatives will be serving on the FHP Committee. Nancy and Sue have been excused from serving and the remaining members – Bruce, Steve, Lisa, Jon, and Christina – will serve as this year’s FHP Committee. Treva will be asked on Monday if she can serve as well. Jon explained that he hopes to meet with the FHP Committee early next week so that the members will have ample opportunity to complete their independent assessments in time for a committee meeting prior to the Senate meeting on the 16<sup>th</sup>.
- B. **FHP Department Data.** (Discussion - Jon Kingsbury). Jon requested that the Senate Representatives go back to their constituents with the current Department Data Form to seek feedback on its content. He noted the need for continuous improvement for the entire FHP process and this form is one component of that process. Jon clarified that he hopes to have a revised Department Data Form in place this spring for next year’s faculty hiring cycle.
- C. **January 4, 2013 All Faculty Flex Day.** (Discussion - Senate Officers). It was noted that the Academic Senate had been asked by Tom to develop some ideas for the All Faculty Flex Day on January 4<sup>th</sup>. Senate representatives were asked to seek input from their constituents on the types of activities that would help improve teaching and learning here at LTCC. It was also noted that the Senate does have professional development funds available for possible outside speakers to attend the meeting. Please send any ideas to your Senate representatives or officers.

VI. **New Business**

- A. None.

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 shared with the Senate an announcement from the CCLC (Community College League of California) regarding the Research and Planning Group’s “Leading from the Middle Academy” scheduled to begin in January 2013. Its year-long purpose is to bring together faculty leaders, deans, directors, and researchers in the “development of an improvement agenda at the local level.” Applications are available at <http://www.surveymonkey.com/s/CG7RCKN> and there is more information at <http://www.rpgroup.org/projects/leading-middle>. Interested faculty and others can contact Laura Hope at [laura.hope@chaffey.edu](mailto:laura.hope@chaffey.edu). The deadline for submitting applications is December 1, 2012. Jon also noted a change in the location for the November 16<sup>th</sup> Senate meeting. It is now scheduled for A211 from 2-4pm.
- C. **Bruce Armbrust, Sue Kloss** (Biology, Chemistry, Geology, Mathematics, Physical Education, and Physics): Bruce reported on the Enrollment Management Work Team’s effort to create a process for the waitlist function. He noted that Cheri will be checking with Datatel as to viability of the specifics of the plan as currently structured. He said that it is tentatively planned to be piloted in the winter quarter and to be fully implemented for the spring quarter. Nancy asked about the level of faculty input on the waitlist and Bruce noted the other faculty members on the work team are Beachy Orr, Pete Dixon, and Eric Sturgess (currently on sabbatical). Nancy also asked about the waitlist process for online courses and Bruce said they are looking at

- online and hybrid courses as well. Nancy noted that for online courses, the 1<sup>st</sup> week as a cutoff is not acceptable as most instructors close the first week's assignments at the end of the first week. Bruce clarified that once a class fills then the waitlist begins and once open registration closes then it is back to normal. Nancy questioned whether the open enrollment could close earlier for online courses and proposed that the Senate prepare a resolution much like it did a couple of years ago for the summer online schedule. It was noted that there are many questions on the details of the process and that more is still to come. Bruce did clarify that the new waitlist process will not be much different to faculty than the current process. Bruce emphasized that it is a work in process and is very fluid at this time. If you have any questions about the waitlist you should contact your Senate Representatives who can convey your concerns to the work team. 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): No report at this time.
  - G. **Julie Ewing and Eric Hellberg** (Adjunct Faculty): No reports at this time.

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

- A. **College Learning Council (CLC)**: No report at this time.
- B. **Institutional Effectiveness Council (IEC)**: Jon reported that the next meeting of the IEC is scheduled for November 8<sup>th</sup> from 1-3pm in the Board Room. He also noted that the Committee will begin its initial discussion on developing a process and rubric for assessing the overall effectiveness of the institution and its new participatory governance structure. Jon viewed this as a year-long process with a final institutional effectiveness assessment report prepared in the spring quarter.
- C. **Curriculum Committee**: It was reported that the Committee met for 3.5 hours this morning on repeatability. There is a tremendous amount of data that they are processing.
- D. **SLO/Assessment Committee**: No reports at this time.
- E. **Professional Development Committee**: No reports at this time.
- F. **Equivalency Committee**: Jon reported that the Committee will be meeting next week.
- G. **Faculty Hiring Prioritization Committee**: Please see Jon's report above (V.A. and V.B.).
- H. **Other Standing Committees**: No reports at this time.
- I. **Enrollment Management Work Team**: No reports at this time.
- J. **Distance Education Work Team**: No reports at this time.
- K. **Student & Academic Support Initiative Work Team**: Lisa reported that the work team did meet and is at the very beginning stage of team's organization.
- L. **Other Standing Work Teams**: Wynn reported on the Basic Skills Work Team and that they are developing some base-line data to begin the assessment process. They are trying to identify success factors including enrollment, persistence, and repeats. The Committee will meet with Aaron on 11/14.

**NOTE:** It was at this point that the Senate representatives discussed what reports should be part of the Senate agenda. It was decided that the work teams of the CLC (listed here) should be part of the CLC report. The individual Senate committees (listed above) will

remain on the agenda and the Chairs of those committees will contact their Senate representatives or officers with committee updates or reports.

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

- No reports at this time.

X. **Announcements**

- **Nancy:** A presentation sponsored by the LTCC International Club: “EL CAMINO DE SANTIAGO: A 500-mile trek through northern Spain.” Nancy’s presentation will be on Tuesday, November 13<sup>th</sup>, from 12:00 – 12:45 in the Board Room. It is a slideshow with a bit of history, traditions, practical information, and plenty of personal experiences. Everyone is welcome to attend.
- **Bruce:** Remind everyone to vote on next Tuesday, November 6<sup>th</sup>.

XI. **Good of the Order**

- The “10+1 Retirement Party” tonight at Lake Tahoe Golf Course starting at 5pm.
- Poetry reading tonight at 7pm in the Library.

XII. **Adjournment:** Adjourned at 4:00:17pm.