



**Adopted Minutes for the Academic Senate
Meeting for November 16, 2012
2:00 pm – 4:00 pm, A211**

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

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

Other Faculty: Scott Valentine and Wynn Walker.

Guests: Tom Greene stopped by to help with questions on the academic calendar. Please see notes below under Adjunct Faculty Representative Report (VII.G.).

- I. **Call to Order:** The regular bi-weekly meeting of the Academic Senate was held on November 16, 2012 at 2:11:34pm with the Vice President and Secretary present. The President is on sabbatical.
- II. **Reading of the Minutes from the Meeting of November 2, 2012:** The minutes were approved by consensus.
- III. **Senate President's Report:** Steve brought Toblerone Chocolate which was appreciated by all in attendance. Jon reported on Tuesday night's Board of Trustees meeting where Bruce presented on his PDL project, where he developed a guide for full-time and adjunct instructors on how to better teach Trigonometry (MAT 104) and prepare students for success in subsequent classes. Jon acknowledged Bruce's ability to effectively communicate a rather complex subject in a language that makes it easier for students to learn.

Also at the Board meeting, Jeff DeFranco provided an update on the 50 Percent Law and the College's complete analysis of 2011/12 expenditures. Form CCFS-350C Supplemental Exemption for "Serious Hardship" will be presented to the Board at their December 11, 2012 meeting for approval and submittal to the Chancellor's Office. The Board received an update from Kindred on the Joint Committee to Review California Voting Rights Act and its implications for the governing boards of LTCC and LTUSD. Kindred also presented, for first reading, an addition to the *Board Policy Manual*, Chapter 7, Section 7.44, Nepotism. She noted the College has never had a policy defining nepotism and recommends the Board set guidelines to provide a clear understanding of this subject.

The Board approved an Instruction Office Staffing Reorganization Proposal that Tom presented. Please contact Tom if you have any questions about the details to this

reorganization. Reorganizations for Fiscal Services and the Maintenance and Operations were also approved by the Board. Please contact Jeff DeFranco if you have any questions about the details to these reorganizations. There were two positions approved by the Board. One is an Instructional Program Specialist, a grant-funded position for TRiO Upward Bound. The other is Research Analytics Database Administrator/Programmer position which was originally posted as a part-time position in 2011-12 and was unsuccessful in finding a qualified candidate. Please contact Susan Walter if you have any questions about the details of these two positions.

The Board approved a contract with American Council for International Studies (ACIS) for a Community Education trip to Barcelona, Provence, and Paris for July 2013. Jon noted that the projected cost is \$5,309 per student and the contract cost is for \$375.00 per participant based on a minimum of six students. Jen Spina, LTCC adjunct faculty and experienced group tour leader, will lead the tour.

IV. **Administration Report**

- A. **President:** No report at this time.
- B. **Vice-President:** No report at this time.
- C. **Deans:** No report at this time.

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

A. **January 4, 2013 All Faculty Flex Day.** Senate Officers - Discussion. Senate Representatives were asked to solicit ideas from their constituents for the upcoming AFF Day (All Faculty Flex Day). Steve liked the idea of using professional development funding for a speaker(s) to provide guidance on improving the teaching and learning process. Nancy noted that Michelle Sower could present a rubric for assessing online work and she also thought we could have sabbatical presentations. Nancy mentioned that some departments have their Comprehensive Program Review due this upcoming spring and that a workshop with the Deans might be helpful. It was noted that workshops could be scheduled in the afternoon, including SLOs and Assessments, Gradebook, DE/Etudes Best Practices, and Department Meetings, with the goal of improving teaching and learning. Sue recommended a fabulous breakfast, followed by a fabulous speaker, a fabulous lunch, fabulous workshops, and finally a fabulous happy hour. Nancy recommended we ask Tom if he knows of any hot presenters in the state. Jon mentioned the idea of a presentation on the use of clickers to facilitate student participation in classroom discussions. Nancy suggested we have Suzanne present a reading of her works.

Scott Valentine noted the immediate need for training on classroom management and student discipline issues. He suggested using the AFF Day by having a morning workshop to facilitate instructors, both full-time and adjunct, in developing the necessary steps to address student behavior issues. Scott mentioned ideas such as Tom presenting on legal implications and breakout sessions with the Deans and the DRC to address specific classroom situations. It was noted that this training might be better perhaps for next fall. Eric mentioned that this may be an obligation for LTCC to their faculty and their students. Nancy urged that this apply to all faculty, staff, and adjuncts. She asked about compensation for the adjuncts and it was recommended that we check with the administration on possible funding support.

B. **SLOs.** Scott Valentine - Discussion. Scott provided a brief overview of the issue and how it currently impacts his development of a transfer degree in geology. He noted how all courses must have the same C-ID (Course Identification Numbering System)

across state. He received feedback that his courses' SLOs were not expanded enough. Scott mentioned the SLO Manual that LTCC had established several years ago and expressed frustration that his course-level SLOs are not good enough for the state-wide TMC (Transfer Model Curriculum). Jon commented that the SLO Manual was developed long before the state developed and implemented the TMC Program. Scott noted that he has written a letter to Barbara Beano of ACCJC on matching local SLOs to transfer-level SLOs. Scott presented his idea of the one over-arching SLO that is application to any and all courses. It was suggested that Scott pilot his one SLO approach to the Curriculum Committee to see whether or not it is accepted. Steve said he was not sure what the next step is for the Academic Senate. Scott said he will report back to the Academic Senate on the results of his letter to the ACCJC.

- C. **Faculty Hiring Prioritization.** Discussion - Kingsbury. Jon presented the results of the FHP Committee's work (a sub-committee of the Academic Senate). He acknowledged the hard work of the group and appreciated their efforts in completing this very important process. He then asked the representatives for suggestions on how to present these results. He noted that last year the top position was highlighted. Bruce suggested that we not do any highlighting at all and everyone agreed. The following is how the results were presented to the administration:

Rubric for Prioritization of Full-Time Faculty Positions	
Ranking Summation 2012-13	
<u>Department</u>	<u>Average</u>
HIST/POLI SCI	19.8
FIRE	19.6
ENGLISH	16.2
DMA/PHOTO	11.0
BIO/CHM	9.8

Jon mentioned that he would be forwarding via email these results to Kindred and Tom along with both the full-time and adjunct faculty.

VI. **New Business**

- A. None.

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 stated that there is not much interest from faculty in terms of feedback and questions related to my communication with them related to Senate topics. She noted that the two roles of CLC and Senate are not yet clear to her. Steve noted that the process is not the problem as it is the same lack of faculty interest as has always been here and that the ones who previously attended Senate meetings are now the representatives. There was no report from Christina as she was excused earlier in the meeting.

- 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 reflected on our previous discussions regarding the idea of having two meetings per month and the concern over the validity of the Academic Senate’s new structure. He agreed with Jon’s idea of having two meetings scheduled each month with the 2nd one optional as needed. Steve also felt that the e-mail Kindred sent out previous to Prop 30 created an ominous and troubling sense in its tone. Then it followed with a planned all day meeting of administrators and a subsequent all college meeting with the sense that Prop 30 was going to fail. These elements contributed to a sense of fear being created that he found very unsettling. Lisa agreed that Steve made a good point as it had a negative impact on employees and that the administration needs to know this.
- G. **Julie Ewing and Eric Hellberg** (Adjunct Faculty): Eric apologized for the short notice on the academic calendar and the need for the Senate to recommend the single option presented this year. Representatives had questions on the start and end times for fall quarter and concerns over scheduling another All Faculty Flex Day in January 2014. It was noted that we have yet to have this year’s AFF Day so it may not be the best option for that flex day. It was suggested that it may be better to have an individual or department flex day. Tom stopped by to address any concerns and noted that the academic calendar is driven by calendar dates and with a late Thanksgiving holiday weekend in 2013, the start and end dates were shifted for the fall quarter accordingly. He also mentioned that options are still there for the AFF Day in January. This item will be brought back to the next Senate meeting and in the meantime Representatives were asked to solicit feedback from their constituents. Julie did not have anything to report at this time.

VIII. **Reports of Standing Committees/Workgroups (5-minute limit per committee).** The meeting was running late so there were no reports from any of the standing committees or workgroups.

- A. **College Learning Council:** No report at this time.
- B. **Institutional Effectiveness Council:** No report at this time.
- C. **Other Councils:** No report at this time.
- 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. **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**

- None.

XI. **Good of the Order**

- **Nancy:** Kudos to Susan B. on the duet plays, “Lone Star” and “Laundry and Bourbon,” two companion one-act comedies by renowned playwright, James McLure...very funny!

- **Sue:** Congratulations to Suzanne! Her book, “Almost Somewhere: Twenty-Eight Days on the John Muir Trail” is one of the 2012 National Outdoor Book Awards (NOBA) winners.

XII. **Adjournment:** Adjourned at 4:11:47pm.