



**Academic Senate for Lake Tahoe Community College  
Meeting for October 11, 2013  
2:30 pm – 4:30 pm, Board Room  
AGENDA**

- I. Call to Order
- II. Reading of the Minutes from the meeting of September 27, 2013
- III. Senate President's Report
- IV. Administration Report (5 mins)
  - A. President
  - B. Vice-President
  - C. Deans
- V. Unfinished Business, General Orders, and Discussion Items
  - A. **Marketing Presentation** (Peter Bostic) General Orders (20 mins)
  - B. **Professional Development Coordinator** (Michelle Risdon) Discussion (15 mins)
  - C. **Establishing Meeting Dates for Academic Senate** (Steve Richardson) Discussion (10 mins)
  - D. **Decorum and Order in Senate Meetings** (Steve Richardson) Discussion (10 mins)
  - E. **Academic Senate Goals 2013-2014** (Jon Kingsbury) Discussion (10 mins)
- VI. New Business
  - A. **Commendation for Negotiators** (Steve Richardson) Action, First Reading (10 mins)
- VII. Other Officers' and Representative Senators' Reports (5 minutes)

**Treva Thomas** (Vice President)  
**Jon Kingsbury** (Secretary)  
**Bruce Armbrust** (Mathematics, Physics, Biology, Chemistry, Geology, and Physical Education)  
**Nancy Barclay, Mark Williams** (Anthropology/Sociology, Psychology, History/Political Science, English, Art, World Languages, Music, Theatre)  
**Esta Lewin** (Counseling, Disabilities Resource Center, Library)  
**Steve Richardson** (Early Childhood Education, Culinary Arts, Business, Computer and Information Sciences, Computer Applications)  
**Sara Pierce** (At-Large Senator)

**Julie Ewing, Eric Hellberg** (Adjunct Faculty)

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

- A. College Learning Council
- B. Institutional Effectiveness Council
- C. Other Councils/Workgroups
- D. Curriculum Committee
- E. SLO/Assessment Committee
- F. Professional Development Committee
- G. Equivalency Committee
- H. Faculty Hiring Prioritization Committee
- I. Other Standing Committees
- J. Faculty Association

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

*(Members of the public may address the Senate on items not on the agenda subject to a five-minute time limit {groups to 15-minutes on any one topic or item} that may be extended by the President of the Senate or by Senate action. The Senate, however, cannot act upon any request or proposal unless the item is on the meeting agenda. You will be called upon by the President of the Academic Senate to speak.)*

X. Announcements

XI. Good of the Order

XII. Adjournment

XIII. Disability Access

The Administration Building and Room L104 are wheelchair accessible. The following services are available when requests are made by 4:00 p.m. of the Tuesday before the Senate meeting: American Sign Language interpreters or use of a reader during a meeting; large print agenda or minutes in alternative format; assistive listening devices. Please contact, Jon Kingsbury, Secretary to the Academic Senate, (530) 541-4660 ext. 263, if you need assistance in order to participate in a public meeting or if you need the agenda and public documents modified as required by Section 202 of the Americans with Disabilities Act.



**Unadopted Minutes for the Academic Senate  
Meeting for September 27, 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), Eric Hellberg (Adjunct Rep), Esta Lewin, Sara Pierce, Steve Richardson, and Mark Williams.

**Representatives Absent:** None.

**Other Faculty:** Susan Boulanger and Bryan Yerian.

**Guests:** Kurt Green.

- I. **Call to Order:** The regular bi-weekly meeting of the Academic Senate was held on September 27, 2013 at 2:35:00pm with the President, Vice President, and Secretary present.
- II. **Reading of the Minutes from the Meeting of June 21, 2013:** The minutes were approved by consensus.
- III. **Senate President's Report:** Michelle noted that many enjoyed last Wednesday's Faculty Flex Day at the lake. She mentioned that the topics discussed from the faculty meeting on the 20<sup>th</sup> will be presented at our next Senate meeting. The Board had a presentation on the proposal for a bond issue. She recommended that faculty listen to the podcast of that meeting (<http://www.ltcconline.net/media/podcasts/podcasts.html>). Michelle noted that LTCC is one of only eight districts who have not had a bond issue. She also wanted to welcome all our new Senators.
- IV. **Administration Report**
  - A. **President:** Not in attendance.
  - B. **Vice-President:** Not in attendance.
  - C. **Deans:** Kurt reported on the schedule classes and course cancellations. Comprehensive Program Reviews (CPR) will be returned shortly and the schedule for this year's reviews will be out soon. Nancy asked about the current enrollment numbers and Kurt noted that the enrollment is trending similar to last year's numbers. He also mentioned the fall's numbers will be input into model to project a full year's enrollment estimate.

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

- A. Professional Development Coordinator (PDC).** (Risdon – Discussion). Michelle noted that she was not sure where we're at with this item. Jon read the minutes from the meeting in June to update the Senate where it was discussed at length with the Senate in general agreement that more information is needed about the position's duties and responsibilities and its funding. Susan asked how the cost of this position will impact funding for the faculty. Treva explained that of the original 8 units for the DE Coordinator, 4 units remain for the DE Coordinator and the other 4 units are for the PDC. She also noted that the estimated funding for faculty is \$20,000 for this year. Nancy asked that faculty being informed of the actual amount ASAP because they want to plan their professional development. Esta asked if it were mandatory or not and Michelle said it is voluntary. Sara asked about the position's broader responsibilities and Michelle said she will meet with Tom on the position. She noted that she suspects he will kick it back to faculty to define the position. Susan mentioned that Tom wants it to be a position that generates broader-based ideas (more than just conference funding). Mark noted that many faculty do want the opportunity to attend conferences off campus. Kurt mentioned that \$25,000 is available for both the faculty and staff.
- B. Faculty Voice in Departmental Decisions.** (Barclay – Discussion). Nancy expressed concern that faculty are not being included in decision making for their areas and are being told after the fact of the decisions made. She encourages administration to include faculty in the process. Bryan commented that this was his experience as there was no budget development meeting held last year and the biggest impact was in instructional aide and the staffing of the open lab for students. He wants there to be involvement through the entire process from developing the budget to changes to the initial budget with some feedback as to why those changes occurred.

Bruce emphasized that the key point is that the overall communications process needs to improve and that it is not just a humanities thing or just budget topics. Nancy felt that there should be an appropriate level of communication for each specific department. Michelle shared her perception of this process and how it evolves around expediency and pressure to make changes within time constraints which sacrifices effective communication. The process should be driven by the departments and not the President's Office. Esta questioned that the budget process is driven by a department's UP (Unit Plan). Bryan noted the difference between a department's plans of the future (UP) and the reality of the present.

Kurt shared that there was some confusion with a new VPAS (Vice President Administrative Services) with a new budget development process. He mentioned the goal of cleaning up the budget and building one that is more transparent. Mark mentioned the need to keep working on improving the communication between the administration and faculty and the need to talk to the faculty directly related to the topic being discussed. The new dance floor in the PE building and its problems for the instructor were mentioned as one example of poor communication between the administration and faculty. Susan urged the use of those with the expertise – faculty – to help make the decisions. Eric also noted the need to include the adjunct faculty who have the necessary expertise as well. Michelle suggested that we flip the process and encourages faculty to take the first step and be proactive instead of reactive.

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 began a discussion about meeting times as there are new Senators for this year. After some discussion it was agreed to move the meetings to an earlier time, 11:00am-1:00pm. Michelle asked about changing rooms as the Board Room is more formal and wants to be sure that everyone is comfortable to share their thoughts. Jon also reported that the adjunct faculty representative elections will be held over the next two weeks and that the new representatives will be in place by the next meeting on October 11.
- C. **Bruce Armbrust** (Biology, Chemistry, Geology, Mathematics, Physical Education, and Physics): No report at this time.
- D. **Nancy Barclay, Mark Williams** (Anthropology/Sociology, Art, English, History/Political Science, Music, Psychology, Theatre, and World Languages): Nancy reported on her area's discussion last Friday and the effort to focus on academics. She also mentioned that Jan noted that the Foundation would like to see more faculty involvement. Other items mentioned were faculty workload and the amount of busywork that is not required and the College's new website where some faculty lost information. Mark had no report at this time.
- E. **Esta Lewin** (Counseling, Disabilities Resources Center, and Library): Esta expressed the need for some clarification of her role on Senate and what she should bring to the Senate. She requested a primer. Michelle mentioned that a good place to start is with the "10+3" on academic and professional matters. She also noted that the new members should be given the constitution and bylaws plus links to state Senate information. Treva mentioned that faculty are responsible for reading the agendas and bringing forth issues.
- F. **Steve Richardson** (Business, Computer Applications, Computer and Information Sciences, Culinary Arts, and Early Childhood Education): Steve was unable to attend so there is no report at this time.
- G. **Sara Pierce** (At-Large Senator): Sara asked about her role as Senator At-Large and whether she represents the whole faculty or should work more with Bruce in Area01. Michelle commented that this is a first-time position and that it was designed as a support person for all areas.
- H. **Julie Ewing and Eric Hellberg** (Adjunct Faculty): Julie had no report at this time. Eric mentioned the need for faculty to be involved in developing the College's marketing plan. He would like to have Peter on the agenda to make a presentation of the College's marketing plan. Michelle said she would put him on the agenda.

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

- A. **College Learning Council**: Michelle reported the council has yet to meet.
- B. **Institutional Effectiveness Council**: Jon noted that the IEC will meet next week.
- C. **Other Councils/Workgroups**: No other reports at this time.
- D. **Curriculum Committee**: No report at this time.

- E. **SLO/Assessment Committee:** Sara reported on the conference she attended and that it was very positive for LTCC with a lot of room for growth and the need to continue gathering data. The Committee will be looking at the process and also to develop some additional changes gleaned from the conference. The Committee will work with Sue on the Student Services Department and their SLOs.
  - F. **Professional Development Committee:** Susan reported that faculty are approaching her already about dollars for professional development but that the funding won't come until late October or early November. Nancy asked about being reimbursed and Susan said it should be no problem but that you need to get your immediate supervisor and/or dean to sign-off. Treva and Nancy both commented on funding concerns if there is a cut in the total funding and that faculty need to be aware of the current situation.
  - G. **Equivalency Committee:** No report at this time.
  - H. **Faculty Hiring Prioritization (FHP) Committee:** Jon reported that he will have the FHP Application form posted to the Academic Senate resource page in Passport (<https://portal.ltcc.edu/organizations/org-senat/default.aspx>). Michelle noted that Senators and faculty need to provide feedback to the process.
  - I. **Other Standing Committees:** No reports at this time.
- IX. **Hearing of the Public on Items Not on the Agenda**
- None.
- X. **Announcements**
- **Mark:** Congratulations to everyone for getting thru the first week.
  - **Kurt:** The LBGT session on sensitivity training is on 10/18 and you can sign up now. Information on signing up will be sent out soon.
  - **Kurt:** We will be writing a mid-term report on SLOs and that accreditation will be looking at these reports more diligently.
  - **Kurt:** A clarification on the dance floor situation is needed. Angela was referring to the previous floor and both Rexanne and Tim were involved in the decision-making process for the new floor.
  - **Michelle:** Education writer and activist Diane Ravitch speaking on failure of no child left behind, class sizes, budgets and performances on October 2 at CSU Northridge. It is interesting to follow her because of her complete change of opinion on these issues (a related article in the Chronicle: <http://www.sfgate.com/default/article/The-schools-are-fill-in-the-blanks-4869867.php>).
- XI. **Good of the Order**
- **Bruce:** Welcome to our new Senators!
  - **Michelle:** Thanks to all who worked on last Wednesday's Faculty Flex Day!
  - **Michelle:** Kudos to faculty willing to work and be flexible with all that's going on!
  - **Jon:** Thanks to Mark for serving on the IEC!
- XII. **Adjournment:** Adjourned at 4:04:17pm.

**ACADEMIC SENATE OF LAKE TAHOE COMMUNITY COLLEGE**

**REQUEST FOR AGENDA ITEM**



Directions for completing electronic form: Type your information in the shaded field and then hit the TAB key to jump to the next field; to select Type of Consideration box(s) just click in the appropriate box(s).

Requested By: Richardson

Date: 10-8-2013

Subject: Establishing meeting dates for Academic Senate

Time Required for Discussion: 10

Type of Consideration:

- Action Item
  - First Reading Only
  - Second Reading/Action
  - First Reading/Action/Suspension of the Rule
- Discussion Item (No Actions)
- Information Item Only

Desired Outcome: State the Motion you want passed (Action Items) or the direction you need from the Academic Senate (Discussion Items)

Meeting dates and times should be established for Winter and Spring quarters.

Background:

The schedule for meetings of the Academic Senate has not been in the hands of the Academic Senate. Further, such scheduling has occurred on a quarter-by-quarter basis with little or no advance notice. The meeting schedule should be established collegially among all representatives of the Academic Senate well in advance.

**ACADEMIC SENATE OF LAKE TAHOE COMMUNITY COLLEGE**

**REQUEST FOR AGENDA ITEM**



Directions for completing electronic form: Type your information in the shaded field and then hit the TAB key to jump to the next field; to select Type of Consideration box(s) just click in the appropriate box(s).

Requested By: Richardson

Date: 10-8-2013

Subject: Decorum and Order in Senate Meetings

Time Required for Discussion: 10

Type of Consideration:

- Action Item
  - First Reading Only
  - Second Reading/Action
  - First Reading/Action/Suspension of the Rule
- Discussion Item (No Actions)
- Information Item Only

Desired Outcome: State the Motion you want passed (Action Items) or the direction you need from the Academic Senate (Discussion Items)

Assent by members of the body on policy for decorum and order during meetings.

Background:

Members of the public may attend the meetings of the Academic Senate per the Brown act. In the past attendees at meetings of the Academic Senate who are not members of the Academic Senate have nonetheless felt entitled to speak. No such entitlement for members of the public exists. Order regarding who may hold the floor needs to be maintained at Academic Senate meetings. Members of the public attending Academic Senate meetings may not speak unless specifically asked to address the body.

**ACADEMIC SENATE OF LAKE TAHOE COMMUNITY COLLEGE**

**REQUEST FOR AGENDA ITEM**



Directions for completing electronic form: Type your information in the shaded field and then hit the TAB key to jump to the next field; to select Type of Consideration box(s) just click in the appropriate box(s).

Requested By: Jon Kingsbury

Date: 10/08/2013

Subject: Academic Senate Goals 2013-14

Time Required for Discussion: 10 minutes

Type of Consideration:

- Action Item
  - First Reading Only
  - Second Reading/Action
  - First Reading/Action/Suspension of the Rule
- Discussion Item (No Actions)
- Information Item Only

Desired Outcome: State the Motion you want passed (**Action Items**). For **Discussion Items**, you will need to frame your agenda item by introducing it in the form of an open-ended question beginning with “How to, How can” (problems/challenges) or “What should, How should” (opportunities) so that you will receive the direction you need from the Academic Senate. Your question should capture “WHY” the issue is important for Senate consideration, indicate the desired outcome, and provide an effective framework for the needed dialogue.

How should the Academic Senate proceed with the attached list of goals for 2013-14?

Background:

During our faculty meeting on Friday, September 20<sup>th</sup>, the faculty members in attendance developed the attached list of goals for the Academic Senate to address in 2013-14.



## **Convocation Week: Academic Senate Meeting**

**Friday, September 20, 2013**

### **Academic Senate Goals for 2013-14**

The following goals were presented by the faculty:

- 1) Improve communications with departments during budget development process.
- 2) Forward minutes from various council meetings to faculty.
- 3) Use the Passport portal more effectively for communication.
- 4) Review the load limitation for part-time adjunct faculty.
- 5) Reduce internal busy work.
- 6) Improve communications with Community Education (CE).
- 7) Begin FHP (Faculty Hiring Prioritization) process sooner.
- 8) Review meeting procedures for “closed session” (administrators to be excused).
- 9) Review meeting dates and times for possible changes.
- 10) Enforce Robert’s Rules to improve efficiency and effectiveness of meetings.
- 11) Achieve a greater sense of the academy with a stronger identity.
- 12) Have representation on the College’s Marketing Committee.
- 13) Have representation on the PAC (President’s Advisory Council).
- 14) Review procedures for changes to the college’s website to include faculty participation.
- 15) Improve leadership with faculty/department academic issues.
- 16) Focus more on academics – programs, degrees, certificates, etc.
- 17) Focus on student needs when in discussion with the administration.
- 18) Improve adjunct faculty representation on councils, committees, and workgroups.

**ACADEMIC SENATE OF LAKE TAHOE COMMUNITY COLLEGE**

**REQUEST FOR AGENDA ITEM**



Directions for completing electronic form: Type your information in the shaded field and then hit the TAB key to jump to the next field; to select Type of Consideration box(s) just click in the appropriate box(s).

Requested By: Richardson

Date: 10-8-2013

Subject: Commendation of Negotiators

Time Required for Discussion: 10

Type of Consideration:

- Action Item
  - First Reading Only
  - Second Reading/Action
  - First Reading/Action/Suspension of the Rule
- Discussion Item (No Actions)
- Information Item Only

Desired Outcome: State the Motion you want passed (Action Items) or the direction you need from the Academic Senate (Discussion Items)

Whereas, Members of last year's Academic Senate, Mike Spina, Martin Wallace, Scott Lukas and Eric Hellberg have over the last three years served as negotiators seeking to make modifications to the faculty contract; and

Whereas, Their efforts in negotiations recently resolved inequities in the allocation of reassign time allotted departments for the duties of scheduling, adjunct hiring and the like; and

Whereas, Said negotiators have come under criticism for their efforts, including being accused by fellow members of negotiating in bad faith, for their own personal gain; therefore be it Resolved, That the Academic Senate of Lake Tahoe Community College commend and extend thanks to Mike Spina and Martin Wallace for their efforts in reaching said contract modifications.

Background:

Several of our fellow senate members have worked tirelessly and selflessly in negotiations. Negotiations are difficult and time consuming. Recently some negotiators have come under fire for recent changes to reassign time allocation to departments in an attempt to make such allocation more equitable. Some of the criticism levelled has been profoundly hurtful and unfair. This resolution serves to negate such charges and instead commend and thank the negotiators for their efforts.