

Academic Senate
Approved Minutes
23 August 2006

Senate President Rick Hogrefe called the meeting to order at 3:01 and welcomed all faculty to the 2006-2007 Academic Senate.

Members Present: Daniel Bahner, Jane Beitscher, Debra Bogh, T.L. Brink, Bob Crise, Kathy Crow, Julie Davis, Jodi Hanley, Steve Hellerman, Catherine Hendrickson, Rick Hogrefe, Jim Holbrook, Denise Hoyt, Marina Kozanova, JoAnn Jones, Lynn Lowe, Damaris Matthews, Robert McAtee, Mark McConnell, Meridyth McLaren, Bob O'Toole, Catherine Pace-Pequeno, Diane Pfahler, Ralph Rabago, Mark Snowwhite, Sherri Wilson

Members Absent: Arnie Kosmatka, Snezana Petrovic, Roger Sadler

Guests Present: Robert Brown, Kathy Gibson, Matt Henes, Gloria Harrison, Ruben Harrison, Elizabeth Langenfeld, Deborah Harrington, Sandra Moore, Ericka Paddock, Ted Phillips, Patty Shelby, Susan Shodahl, Jim Urbanovich, Marc Wurmbrand

I. College President/Designee Report

- A. Gloria Harrison welcomed everyone back, commenting that it had been an interesting summer and she anticipates a productive fall. There have been changes on campus both structurally and physically.
- B. The college is in the process of looking at increasing FTEs, especially in regards to retention. Enrollment for this fall is up from last fall in both FTEs and number of students. There will be an outreach/ marketing meeting coming soon. There are allocated monies and they will be looking at strategies to address the FTE/Retention issue, including more than just advertising. The college must grow to qualify for buildings identified in the Master Plan. Gloria encouraged everyone to strive to create the campus and college of the future even if we will not personally be here to see the final project.
- C. The initial division and department funding priorities were presented. President Harrison indicated that priorities not funded in the previous year were put back into the mix. The complete list is available on the web. Highlighted funding projects included:
 - a. Four faculty positions funded. She recognized that we are also now in a period of adjustment with the new Dean structure.
 - b. One time funding was directed to roads, lots and tree trimming as well as the repair of elevators and furniture for 3rd floor administration support staff.
 - c. \$93,000 will be allocated for utilities and \$96,000 for the computer mall in the library. Title V could buy computers but not furniture.
 - d. Money allocated for four smart classrooms and for the purchase of white boards.

- e. Basic skills one time money also available. E-advising considered, as well as tutoring an ESL Feasibility Study.
 - f. President Harrison commented that it will be a very ambitious year and that the college has the money to do almost all of the proposed projects.
- D. National Institute for Staff and Organizational Development (NISOD) medals were presented to Rick Hogrefe, Mark McConnell and Patty Shelby.
- E. President Harrison addressed the proposed start of building on campus stating that there had been a delay due to geological issues, but that trenching was to start in spring, as well as the start of the proposed utility road.

II. Approval of Minutes

The minutes of May 17, 2006 were approved as presented by general consensus.

III. Treasurer's Report

Treasurer Jodi Hanley reported the balance in treasury stands at \$ 1742.97. We are starting out this year much better than last year. Jodi stated that she needs a check for reimbursement of End of the Year Party expenses.

Motion: To approve a check for \$200.00 to reimburse Jodi Hanley for expenses relating to the end of the year party (MSC – Jones, Pace-Pequeno)

Academic Senate (AS) Treasurer reminded faculty that dues may be paid through payroll deduction or lump sum.

IV. Other Reports

A. Classified Senate Report – no report given

B. Student Senate Report (Ruben Harrison)

- a. Ruben introduced himself as the newly elected VP of Academic Affairs in the Student Senate.
- b. Student Senate has elected all new officers except for a student trustee.
- c. The new advisor for the Student Senate is Ericka Paddock, Director of Student Life.
- d. One goal for the Student Senate this year is to do more activities to increase student involvement.
- e. The VP of Academic Affairs for the Student Senate would like to meet with all Faculty Chairs to discuss the best use of monies budgeted for the Student Senate.

There was a request from a faculty representative for a report about the Student Satisfaction survey.

V. Academic Senate President's Report

A. Education Master Planning Process

Announced committee members. Goal to move from an operational planning process to a strategic planning process.

B. Planning and Budget Priorities

Received College Wide Priorities Funding Status Report. There was money allocated to Academic Senate. Comments from faculty included a desire to have some explanation about why certain things were not funded.

C. Outreach and Marketing

There is a need to identify faculty who are already involved in some aspect of marketing so a list can be created and provided to the president.

D. Board Agendas

Agendas and board book are now being posted on line.

E. Hiring and Equivalency Policy

A copy of the draft has been distributed to everyone. Further evaluation and discussion will be led by Mark Snowwhite. The final document must have joint agreement between the Academic Senates and the Board.

E. Role of Educational Technology Committee

Educational Technology Committee (ETC) is a senate committee with a Faculty Chair. The issues the committee is addressing are part of the 10+1 and therefore Academic Senate has primacy. Anyone with an interest in this area should make their desire known and serve on the committee.

F. By-laws Revisions

Need to convene a committee to revise by-laws. Call for names of volunteers to serve on committee. Jane Beitscher and Daniel Bahner volunteered. Names of other interested faculty can be sent to the Academic Senate President.

VI. Old Business

None

VII. New Business

A. Action Item: Selection of Vice-President

Motion: To nominate Catherine Pace-Pequeno for Vice President of Academic Senate (MSC - Bahner, Snowwhite)

Floor was opened to other nominations. Recommendation that it is a tenured person. Reminder that that is a one year commitment.

No other nominations. Catherine was approved by consensus.

B. Action Item: Adoption of Proposed Meeting Rules – rule proposed in the interest of streamlining discussions.

Motion: To adopt proposed meeting rules (MSC – Snowwhite, Hoyt)

C. Action Item: Funding Request for Welcome Back BBQ

Professional development committee requesting up to \$150.00 for Welcome Back BBQ.

Motion: To approve up to \$150 for Welcome Back BBQ (MSC -- Matthews, Crow)

D. Discussion and Action Item: Committee Charges

Charges were developed based on discussion at the AS retreat. Discussion included:

- a. use term faculty chairs throughout for consistency,
- b. specific charges for the scheduling committee,
- c. desire for a college hour (faculty need to make a recommendation to president),
- d. block scheduling not working for Career and VocEd departments,
- e. operationalizing terms.

There was agreement that we need to make progress. Prof. Snowwhite recommended to read and discuss at the next meeting. AS President requested approval to send out as draft. Prof. Holbrook encouraged approving charges and letting the committees operationalize terms. Prof. Snowwhite agreed to approval with later tweaking of terms.

Motion: Move to approve committee charges (MSC - Jones/McConnell)

E. Discussion and Action Item: Full-time Faculty Professional Development Plan

The new form was distributed. Last year the Academic Senate approved a plan for reengineering of professional development, which is being implemented this year. It now includes a process for full time faculty similar to the one for part time faculty.

Comments/Questions: Question regarding whether this is replacing flex. AS President responded that is not the purpose and it will not replace the flex form. The intent is all full time faculty have a plan for professional development. There was discussion regarding 221 day employees. Their participation in flex activities was clarified.

Recommendation to keep professional development separate from flex

Recommendation to take document back to the committee for revision to better reflect intent of document.

VIII. Committee Reports

- A. **Curriculum** – has met, next meeting looking at bylaws – some trainings on CurricUNET have been completed. Deadline for curriculum is Oct. 13. Also in process to set up some CurricUNET group training opportunities.
- B. **Educational Policy** – will be meeting on 1st and 3rd Mondays at 3:00
- C. **Scholarship** – has not set up a meeting time
- D. **Student Interests** – will be meeting 2nd and 4th Monday in library
- E. **Personnel Interests** – will meet on 2nd Fridays in CDC
- F. **Budget and Planning** -
- G. **Title V Bridging/Title V Steering** – Steering committee meeting again on Sept. 21st – Bridging committee meeting next Thursday (August 31st) – The

Director of the National Center for Developmental Education, Hunter Boylan will be speaking at the college on Thursday, Sept. 7 at 3:00 pm in the PAC. Dr Boylan, an internationally recognized speaker, will be presenting on best practices in developmental education.

- H. **Educational Technology** – has met a few times – looking at current courses to make recommendations for revisions. Created strategies for faculty who would like to teach online in fall. Working on getting Blackboard training sessions on the calendar. Denise Hoyt available for private tutor sessions if needed.
- I. **Professional Development** - Welcome Back BBQ is on Friday, August 25,– Faculty will receive a packet for professional development opportunities at BBQ containing information about applying for Staff Development funding and information on Leadership CHC, Online Education and Reading Group.
- J. **Scheduling** – meets 8:00 am on 3rd Tuesday of month. Discussion regarding block scheduling. Need representatives from every department to get adequate information. Large issue is status of the evening program. President has requested a statement of commitment to the evening program from faculty. Each department will be asked for a three year matrix of classes.
- K. **Honors Steering** – Up and running on a contract basis.
- L. **Technology Planning** – none
- M. **GE Task Force** – will meet 2nd and 4th Wed. at 3:00. First meeting scheduled for Sept. 13
- N. **District Assembly** – 1st Tues. of every month – faculty representatives are Rick Hogrefe, JoAnn Jones, Jim Holbrook and Kathy Crow, Jeff Schmidt.

The Academic Senate President announced that there is an open seat on the senate due to Ted Phillips' move to administration. There is also a seat open for a part-time faculty representative.

IX. CCA Report (Davis) First meeting next Friday (Sept. 1)

X. Announcements

- A. AS President announced that in future need to be e-mailed to him before the AS meeting.
- B. Mark McConnell announced that the Faculty/Student Jazz Band plays in Redlands on Fridays from 6-9 pm at the Little Fisherman.

XI. Statements from the Public

None

The meeting was adjourned at 4:30 pm

Respectfully submitted,

Meridyth McLaren, Secretary