

**Academic Senate
March 5, 2008
Approved Minutes**

Academic Senate President Rick Hogrefe called the meeting to order at 3:02 pm.

Members Present: Daniel Bahner, Ryan Bartlett, Debbie Bogh, T.L. Brink, Robert Brown, Jodi Hanley, Steve Hellerman, Catherine Hendrickson, Rick Hogrefe, JoAnn Jones, Marina Kozanova, Damaris Matthews, Meridyth McLaren, Sandra Moore, Bob O'Toole, Catherine Pace-Pequeno, Diane Pfahler, Ralph Rabago, Mark Snowwhite, Gary Williams, Sherri Wilson

Members Absent: Jane Beitscher, Kathy Crow, Milly Douthit, Jim Holbrook, Mario Perez, Snezana Petrovic, Frances White

Guests: Larry Aycock, Gloria Harrison, Candace Leonard, Diva MacSeng, Cheryl Marshall, Ted Phillips

I. Administrative Reports

A. Vice President of Instruction Report

VP Cheryl Marshall reported on funding priorities for the 07-08 year. She distributed the college wide priority list.

Where are the smart classrooms? Hoping to do 6 or 7 rooms this year.

Mentioned memo regarding SLOs. Asking that departments move to the next level in the process. These are the requirements at this point. Not everyone is pleased with this requirement but hopefully faculty can find some meaningfulness in the process.

B. President Gloria Harrison

Invitations to the Gala will be distributed soon. The Gala is scheduled for April 12th at the Hilton in San Bernardino. Have had some early major sponsors this year, San Manuel, Tilden-Coil, Steinberg Architects. The theme is the 70's. Phrase "Be there or be square." There will be an auction and an opportunity drawing.

II. Approval of Minutes from February 20th , 2008

Approve by consensus with minor correction.

III. Treasurer's Report

Balance stands at \$3073.24.

IV. Other Reports

A. Classified Senate Report

Miriam Williams has turned over presidential duties to Candace Leonard.

Permanent meeting time is now 2nd Tuesday of the month. Info about scholarship has gone out to classified employees. There is only one this year but it is available to any classified staff member or their family members. Working on a CS picnic and will be revising their bylaws.

B. Student Senate Report

A number of faculty have agreed to have pies thrown in their faces. Results of student satisfaction survey indicate that night students are not feeling safe on campus. SS is going to be handing out flashlights. Open mike night coming soon.

V. Senate President's Report

- A. Info about Chairs' Counsel being taken to Cheryl Marshall and Gloria Harrison. Concerns regarding selection and evaluation of faculty chairs also being taken forward.
- B. Ted Phillips was present to address issues. Has been some issue with staffing of AV, use of personal computers, training and classroom support of technology. Requests being lost in the system. Faculty should receive a confirmation of a request. If you don't receive a confirmation, resubmit. Technology continuing to work on process, especially for requests that go with facility use requests. Training on equipment can be done on a case by case basis. Will do a larger training if there is a group, but it isn't necessary. If a student or a student group requests equipment it will be denied. Request must come through the faculty advisor or responsible faculty member. Students should be told if their requests are denied. This should currently be happening. If it isn't, let Ted know.
- C. Memo from Cheryl regarding SLOs - these are the responsibility of the faculty. It is administrations responsibility to make sure we meet accreditation requirements. Even if you don't agree with SLOs, this must be done. This is a new process and it will be important that faculty can at least discuss the process with an accreditation team member. This process is not going to go away. Gary is not writing the outcomes. He will facilitate and provide support but SLOs must be developed by departments and faculty. SLOs need to reflect the actual learning goals of the department. Are SLOs for the course or the program? Sometimes both. Some interest in putting program outcomes in the catalog. SLOs can help faculty collect data about how to create the best learning environment for students.

VI. Old Business

- A. **Action Item, 1st Reading:** Resolution S08.03 FW Grades
Motion: To approve – motion dies.

VII. New Business

- A. Discussion: Student Integrity Policy
Line numbers will be removed. What are attendant consequences? Legal opinion is that you can't fail a student for the entire course because of cheating in one instance. No mechanism for putting this info on a transcript, but the college is looking into a reporting procedure so that the VP of instruction is aware and can track repeated incidents. Statewide AS stresses focusing on student integrity and honesty. A community of scholars should work on trust and focus on the positive.
- B. Discussion: Technology Plan 2007-2010
 - A. Ted Phillips gave an overview of the history of tech planning and the current plan.
Motion: To offer support for the Technology Plan (Jones, Brink, MSC)
Why is the website down on the weekends? Campus central goes down at midnight. Some aspects won't be available when CC is down.
If website is down, e-mail Kristy Simonson; she is very good about responding.
What is the date to have all classrooms wired or made smart?
- C. What are the recommendations coming out of the Tech planning Committee meetings? Speak to AV about laptop checkout for a semester. Do we have enough laptops? If not, then look into purchasing. Available to full and part time? Yes, need to figure out procedure. Looking at funding for the repair and replacement of individual printers. Will we be going to Vista? No time soon.

VIII. Committee Reports

- A. Curriculum – things are slowing down. Working on appointing a permanent person. Things can be put into Curricunet now, don't have to wait until October.

- B. Student Interests – money in the Foundation for textbooks. Catherine has a form from Cheryl Bardowell. There is a large discussion about textbooks with the Directors of Libraries group. Suggestion to survey the students. Need to check student satisfaction survey first. Textbook publishers are starting to feel the pressure. Many are now offering suggestions on how to reduce cost for students.
- C. Planning and Budget – all program reviews are in and have been reviewed. Reports will be going out to the departments within the next few weeks. If you are in program review you will no longer be asked to do annual planning.
- D. Title V Bridging/Title V Steering – BSI task force making progress. Sacramento has a deadline of May 1 for the plan. The process is almost done. Now will focus on budget. Report will be disseminated soon. DELTA Academy starting after spring break. Recommend that faculty participate and spread the word to other full and part time faculty.
- E. Educational Technology – continue to increase the online offerings. List of potential stipend recipients going to the board. Looking forward to having student services and counseling issues participate. Suggestion to integrate into the registration process that a student is registering in an online class.
- F. Scheduling - department matrices are in to deans. Website will be more detailed. Fall schedule is going. Sticky day went well. Glen Kuck will be attending to discuss scheduling software. Last meeting focused on future scheduling.
- G. District Assembly – HR is instigating new procedures which are not in the approved board policies. Measure M money has been identified for 3 buildings at Valley. We need to make sure that CHC gets its share. Need to make sure that facility discussions include the instructional component as well.

IX. CCA Report

Negotiations are ongoing. Working on split load shifts and 35 hour schedule.

X. Announcements

Please fill out and return Professor Of the Year ballots.

XI. Statements from the Public

Go to Student Senate open mike night.

XII. Adjournment

The meeting was adjourned at 4:39 pm.

Respectfully submitted,

Meridyth S. McLaren