

**Academic Senate
September 3, 2008
Approved Minutes**

Academic Senate President Rick Hogrefe called the meeting to order at 3:01 pm.

Members Present: Daniel Bahner, Ryan Bartlett, Jane Beitscher, Debra Bogh, T.L. Brink, Ken Bryson, Milly Douthit, Stephanie Gomez, Amber Hammons, Jody Hanley, Steve Hellerman, Catherine Hendrickson, Rick Hogrefe, Jim Holbrook, Denise Hoyt, Marina Kozanova, JoAnn Jones, Meridyth McLaren, Sandra Moore, Bob O'Toole, Catherine Pace-Pequeño, Mario Perez, Diane Pfahler, Ralph Rabago, Mark Snowwhite, Gary Williams, Sherri Wilson

Members Absent: Deena Baker, Robert Brown, Jeff Burke, Diane Cescolini, , Damaris Matthews, Snezana Petrovic, , Frances White,

Guests: Judith Ashton, Sarah Hale, Gloria Harrison, Cheryl Marshall, Karen Peterson - Classified Senate Representative, Brittnee Quintanar - Classified Senate, Marina Serna – Student Representative

I. Administrative Reports

A. President's Report

1. Gloria Harrison announced the arrival of her granddaughter last Wednesday.
2. Foundation Book Fund – getting more requests. The Foundation had requests for book funds for the first time during the summer. Had \$7-8000 in the fund in June, but that is being depleted. We will need to build up the fund again in order to have money for students in spring. Some students are repaying the loans, but the Foundation would like to make it a grant program rather than a loan. We will be receiving letters from the Foundation about contributing. Letters will also be sent to outside contributors as well.
3. The college will combine the BSI task force and Title 5 Bridging Committee into the BSI Task Force.
4. Cheryl will be doing a 5 year history of each department. Chancellor has requested this as we look at the distribution of faculty and staff across the district.
5. Preparing for accreditation – documents are available online. Recommend that everyone reads it. There will most likely be a few open forums with the team. There will be requests for interviews with team leaders.

II. Approval of Minutes

- A. May 7, 2008 – accepted by consensus
- B. August 20, 2008 – accepted by consensus

III. Treasurer's Report

The balance stands at \$1698.28

Motion: To donate up to \$100 to the Welcome Back BBQ (Jones, Snowwhite, MSC 1 abstention)

Do we want to move money from the scholarships?

IV. Other Reports

- A. Classified Senate Report
Karen Peterson – Senate is looking for ways to recognize Classified Staff who have a major event in their life.
Kudos to Classified Senate, especially the exec members, they been much more involved in meetings and are participating in various committees.
- B. Student Senate Report
SS hosted a meeting for students about Student Senate. Have another meeting tomorrow to introduce SS to students.
November 14 1-5 pm – Sports Day

V. Senate President's Report

Rick has worked with Catherine to get committee membership established and distributed. There were a few mix ups with committee meeting days and times. Those committees will be contacted to see about rearranging. Committees are beginning to meet. Rick will meet with each of the chairs to discuss how to most efficiently do their work.

Rick will be meeting with the Chancellor and the Vice Chancellor to discuss issues with HR. He is collecting information to present at meeting. Some issues include:

1. What is the process for resolving issues with benefits? Disseminating info about waiving benefits.
2. Last round of faculty hires – all members had to go to district rather than the district come here.
3. Forms accessibility.
4. Lack of communication with district fiscal services.
5. Not replacing vacancies.
6. Short term hourly – some online, some paper – need to have consistency
7. Lack of knowledge about processes and procedures mainly due to the fact that they not in writing.

Office of Instruction has not given any information about sabbaticals, because they are waiting to see what the district is going to do.

There is now a 2 year history of AS on Blackboard. Thanks to Denise Hoyt.

VI. Old Business

None

VII. New Business

- A. Discussion: Accreditation Self-Study Process
This is provided as an opportunity for us to reflect on the process.
 1. Need for a timeline where the document is completed before the end of the semester. How are changes in the timeline communicated and analyzed?
 2. Committees were formed by people who didn't work with an area on a regular basis – makes for objectivity, but not always a lot of thoroughness or knowledge. The description needs to be done by the people who know the area. In the end, a lot of work was done by the people who knew the area well but not necessarily by the people who were originally on the committee.
 3. The steering committee will meet after the visit to discuss the process. They will want to meet with Rick as Senate President.

VIII. Committee Reports

- A. Curriculum – did stand alone course training – mandatory to have the courses. Decided on dates for CurricuNet support meetings. Dates will be in the flyer on Friday's BBQ

- B. Student Interests – will meet next Tuesday. Will most likely create subgroups to address the different charges.
- C. Educational Technology – met today. Will be modifying course evaluation and DE addendum evaluation form. Met with Trelisa from DCS about training workshops for Blackboard.
- D. Honors Steering – met once FTF and once online. Field trip planned for Friday, Sept 5th. May change date to Sept. 19th if possible. Request for faculty to announce to classes. Interested students should contact Jane Beitscher. Honors courses must now be completely new courses, not just additions to existing courses.
- E. Planning and Budget – non instructional program reviews due on Sept. 18th. Workshops available for those who need assistance.
- F. BSI Task Force – will be merging with Title 5 Bridging and Steering
- G. District Assembly – Various reports, including economic development, technology, district facilities, safety and budget.

IX. CCA Report

The first board meeting is Friday. Next luncheon will be announced. Negotiations are at a stand still due to the lack of budget.

X. Announcements

The college is hosting a High School counselor conference – 180 invites going out. Intent is to get HS counselors to view Community Colleges in a more positive light. Counseling will be contacting different departments about contributing information to a packet and/or presenting information. Conference is scheduled for October 3rd.

XI. Statements from the Public

None

XII. Adjournment

The meeting was adjourned at 3:48 pm.

Respectfully submitted,

Meridyth S. McLaren, Secretary