

Academic Senate
October 20, 2010
Approved Minutes

Academic President Scott Rippy called the meeting to order at 3:07pm.

Members Present: Debbie Bogh, TL Brink, Robert Brown, Tom Bryant, Gwen DiPonio, Jodi Hanley, Steve Hellerman, Catherine Hendrickson, Jim Holbrook, Denise Allen-Hoyt, JoAnn Jones, Liz Langenfeld, Jessica McCambly, Kim McCormick, Meridyth McLaren, Robert O'Toole, Snezana Petrovic, Scott Rippy, Sherri Wilson

Members Absent: Ken Bryson, Damaris Matthews, Gary Williams

Guests: Daniel Bahner, Cheryl Marshall, Daniel Shedd, Rebecca Warren-Marlatt, Keith Wurtz

I. **Reports**

A. Administrative Report

Cheryl Marshall reported:

1. The ribbon cutting ceremony went well.
2. Budgets for divisions look good. Should have a balanced budget this semester.
3. Offering 20 more sections this spring than last spring. Said no to cuts for spring.
4. Accreditation visit is scheduled for Nov. 5 – will be the same two people who visited us last year. We will get a list of people they would like to talk to. Final report is posted online.

Questions/Comments: What happens after accreditation visit? Ultimate decision will be made in January. After the visit the team will do a report and send to Gloria for factual corrections. Then Gloria and Cheryl will go to meeting in January to speak.

B. Treasurer's Report

The balance stands at \$3452.06

C. CTA Report

Luncheon today. Planning a grievance info session on Nov. 5.

D. Classified Senate Report

None

E. Student Senate Report

Daniel Shedd, Student trustee presented.

1. 2 leadership conferences coming up.
2. AS will have a fundraising booth at Halloween Haunt on Oct. 29th.
3. Smoking survey will be going out through Snap! Will survey all faculty, staff and students at District and both campuses.
4. Thanks to those that attended the Trustee Forum.
5. Sports Day was cancelled.

F. Academic Senate President's Report

1. Bylaws meeting today. Got about half way through. Will bring back to senate by end of Nov/Dec.
2. Scott attending the fall plenary session in Nov.

Questions/Comments: Who is on the bylaws committee? Exec and Damaris Matthews. Also need to give all senators a chance to make written comments. One issue at Plenary is SB 1440 - Scott will bring back summary so we can do our part.

Revisions for the disciplines list will be discussed at Plenary.

3. Robert's Rules Moment: pg. 32 - discussion of any subject is only allowed if there is a motion, a clarification for information, or a question. Changes can be made to the motion after the discussion.
4. Requesting to add Approval of Oct 13, 2010 minutes to the agenda and Credit Matriculation to new business

Motion: To add items to current agenda (Holbrook, Jones, MSC)

II. Approval of Minutes

A. October 6, 2010

Motion: To approve with corrections to attendance. (O'Toole, Hendrickson, MSC)

Discussion: none

B. Minutes from Oct 13

Motion: (Holbrook, O'Toole, MSC)

Discussion: changes/additions as noted

III. Old Business

None

IV. New Business

A. Institutional Learning Outcomes

Keith Wurtz presented. Purpose is to answer the question "What do we want students to know when they leave Crafton?"

Task force that met over summer.

Any comments, e-mail to Keith and he will take it back to the meeting.

Committee looked at 2 plans the task force created.

Will use CCSSE information. This is national data collected from multiple institutions. Can use the information to compare our college to other similar institutions

Outcomes committee is looking for feedback from the senate. Is this an appropriate method, if not what would we suggest? What are we going to do now that we know this? Can't track in a specific course.

Discussion/Comments: Issue – Cognitive vs. Affective measures. We can look at using different measurement methods

How long will this take? CCSSE takes one hour. Other methods may be less.

Disconnect between what the document says we are measuring and the verbs used.

Highlighted programs – is the difference significant? No – perhaps should not be highlighted, indicates more importance

Any thought given to surveying online students? Will look into this.

Who was one the task force? Gary, Keith, Robert Brown, Daniel, Rick, Cheryl.

Rough draft was given to the outcomes committee.

No deadline for this – something we want to have in place.

What is the need for this if we are already doing SLOs. Under mandate from Accreditation to measure outcomes at the course, ? and institution outcomes.

Supposed to identify what we want students to know, what they are learning and what we want to do with that information.

Numbers show that it looks like we are doing well. Need to make sure this information gets to the accreditation team. ILOs are macro – SLOs are micro – can be used to adapt courses.

Do we need a professional development workshop to further explain this? What would we do in the workshop? More information. Do we as faculty need more information about this? Not looking for AS approval? Looking more for input. Needs to be valuable to us as educators.

The assessment is based on student self report. This may not be the best methods.

Should have a workshop for those who do want to learn more.

B. Procedure for At-risk programs

In Feb. Ed Policy committee was asked to create a program discontinuance policy. Looked at various college policies. Liked the one from Valley – seemed to include the highest level of support for at-risk programs. Wanted to call it an At-Risk Program policy

Motion: Move to approve the draft and send it forward (DiPonio, McCormick, MSF)

Discussion: How is it determined if a full review is necessary? Is it a full senate matter? A sub committee? Important that the power of this remains with the senate. What if Crafton Council changes this? As a 10+1 matter they need to take the suggestion of the senate and respond in writing if they don't follow it. Need to further define the committee who will review a program. Any comments need to be in writing and sent out in total to all faculty. CC will look at it with different eyes, but we need to be able to hear their comments as well. The only way that can be done is to have everything in writing. If we want to adopt the writing of comments as a formal process we need to make this official. Add to the next agenda.

No mention of the articulation officer – should be on the full review committee as well as curriculum chair.

Why do we need this policy? So there is a process. What decides whether a program is at risk? Needed something completely separate from program review. Send an e-mail to committee and ask for definitions – would be good for everyone reading the document. Committee chair will send it out to everyone and ask for written feedback.

C. Incompletes and Grade changes

Need to be careful about defining legal terms. We have an informal mechanism for changing grades when an instructor is unavailable, but nothing formal. Is this something we need to investigate further? Is there a policy and procedure available?

Have not looked at the incomplete policy since 1991. Needs to be updated.

Forms are suitable, issue with enforcement and some process. Something to be added to the adjunct handbook.

D. Sustainability – District Policy and Procedure

Need feedback to share with district assembly. Comments can be done now or through e-mail to faculty on the District Assembly. Comments need to be submitted by Nov. 3. How will these be enforced? Water conservation? This is more of a guide for future building projects. If the board has a policy they can require it of future architects. Doesn't seem like much of a procedure. Having the policy is a good proactive measure.

E. Credit matriculation expenditure report

Needs to be signed by Scott

Motion: To approve the signing of the document (Holbrook, Hanley, MSC)

Discussion: Good that you got it in time for us to be able to review it.

F. Faculty Roles

Based on information and comments from the Oct 13, 2010 meeting. We need to have a consistent and organized approach to dealing with all of the information we need to review. Have stated that the president may not sign documents without our reviewing them. Issue with having subcommittees of a committee that make decisions. Any subcommittee formation should be in the minutes. Some times good ideas do come up amongst a few people on a committee. As we become larger we need to make sure that we maintain open lines of communication. And explain where ideas came from.

Motion: To postpone discussion until the next meeting (Holbrook, Jones)

V. **Committee Reports - skipped**

A. Planning and Program Review

B. Professional Development

C. District Assembly

D. Honors Steering

VI. **Announcements**

Snezana has received an ovation award to set and costume design for a production she did this summer

A few events going on during college hour regarding GLBT issues – in preparation for the Laramie Project.

Two speakers will be coming to campus to talk about GLBT in the schools. Please announce to students. Have sent out flyers as well. PAC 309

Delta workshops begin on Monday (4:00) and Tuesday (10:00)– a 6 week session.

Tomorrow is the Great Shakeout 10:21 am – 8.2 that will shake for 2 minutes.

Club Team Swimming is creating a masters team. Can swim in the morning or evening.

Need students for the honors program. Please recommend any strong students.

VII. **Statements from the public**

None

VIII. **Adjourn**

The meeting was adjourned at 5:07.

Respectfully submitted,

Meridyth S. McLaren, Secretary