

**Approved 11-28-2012**

**Meeting Minutes for Wednesday, November 14, 2012**

**West Campus, BC 214, 3:00 – 5:00 pm**

Members Present: Angel Cardenas, Cindy Bower, Gordon Coburn, Melanie Eckford-Prossor, Jack Friedlander, Chris Johnston, Debbie Mackie, Bronwen Moore, David Morris, Kenley Neufeld, Dean Nevins (President), Kathy O'Connor, Justin Perocco (student rep), Gail Reynolds, Sally Saenger, Jan Schultz, Patricia Stark, Laurie Vasquez, Dan Wrentmore

Members Absent: Stan Bursten, Steve DaVega, Jennifer Maupin, Paul McDowell

Guest(s): Cornelia Alsheimer (IA/Senate Liaison), Kathy Brown, Priscilla Butler, Allison Curtis, Lori Gaskin, Brad Hardison, Matt Lorenzen, Art Olguin, Erick Pirayesh (*Channels*)

## **1.0 Call to Order**

### **1.1 Public comment**

No public comment was made.

### **1.2 Approval of Agenda**

M/S/C To approve the current meeting agenda (O'Connor/Bower)

### **1.3 Approval of Minutes 10-31-12**

M/S/C To approve the meeting Minutes of October 31, 2012 (O'Connor/Coburn) 1 abstention

## **2.0 Reports**

### **2.1 President Report (Dean Nevins)**

President Nevins reported the F/W draft grading policy has not been written; when ready the document would be back on the agenda.

### **2.2 Academic Policies Liaison (Gordon Coburn)**

Senator Coburn reported work on the Grievance Policy continues. The committee is in the process of looking at other colleges and their policies. This is a long process and many things are being considered at this time such as: should AP just start over with a new policy and procedures; should a code of conduct be developed; establishing a grievance committee, etc.

### **2.3 Faculty Development Liaison (Laurie Vasquez)**

Senator Vasquez reported Superintendent/President Dr. Gaskin visited to explain how enthusiastic and supportive she was of faculty training and professional development and about the work the FRC is doing in this area of support. Also discussed pedagogy, mentoring/training faculty to evaluate faculty, mobile apps for instruction and the fall In-Service summary was reviewed.

### **2.4 Curriculum and Instructional Policies Liaison Report (Kathy O'Connor)**

Senator O'Connor with handout gave a report on the following committees:

DTC: a) requested a \$50,000 grant from the SB Foundation to explore the virtual desktop and cloud technology. b) Discussion to continue on how DTC should interact with and integrate certain Program Review items.

COI: a) had a demo from Lynda.com and, b) a demo on Turnitin and, c) The online college budget was reviewed.

ITC: the Lab group presentations were completed, and a report with recommendations for the more efficient utilization of the labs, and future needs, to follow.

CPC: a) Approved self-funded CE Executive Director description, to be hired in spring and start Fall 2013; goes to BOT next. b) Consultant Eva Conrad discussed/reviewed the mission statement process. c)

Discussed moving forward with zero based budgeting. It is a rebuilding of the discretionary part of the 2013-14 budget areas and to be applied only to certain discretionary line item accounts (does not include

regular, permanent employees). d) Administrative reorganizations were discussed: 1) Human Resources and 2) Purchasing/Community Services/Risk Management. c) Approved the restoration of some critical hourly budget cuts (needs BOT approval) and, d) DTC plan was approved.

## **2.5 Planning and Resources Liaison Report (Kenley Neufeld)**

President elect Neufeld reported Julie Hendricks had visited to review, including Q&A time afterwards, the drawings for the proposed new building of approximately 8,000 s.f., per floor. The committee spent the remaining time working on what configuration they would be recommending for the classroom building. There will be faculty serving on the Architect selection committee and the idea is to have an architect in place for the December Board meeting (in preparation for groundbreaking Spring 2014).

## **2.6 IA Liaison Report (Cornelia Alsheimer-Barthel)**

Liaison Alsheimer-Barthels reported a) The online voting to ratify benefits and rehire rights would be ending this Friday. Also on the ballot were the I.A. Constitution modifications. b) The I.A. also discussed how to better communicate, in addition to the Plenary, with their membership.

## **2.7 EVP Report (Jack Friedlander)**

Dr. Friedlander reported on the following:

a) The deadline for Program Review has been extended until after Thanksgiving. b) A change in practice: starting January low unit Certificates, programs as low as 12 units and approved by the Chancellor's office, would appear on a student's transcript and count towards the college's degree/certificate count. c) UC/CSU articulation workshop - UC has a goal to get one transfer student for every two freshmen. Not counting out of state or international students, currently they are only 32% toward meeting that goal and there has been a surprising 6% decline in transfer applications. With the passage of Prop 30, they will be looking at the trend to see if greater progress towards the goal is being made. d) The Course Identification (C-ID) numbering system is used to facilitate articulation for students and designed primarily for articulation of major preparation courses and not used in articulating CSU general education courses. To develop descriptors/outlines would assist students in completing their general education certifications at multiple colleges. By June 13, 2013, 80% of all community college courses that have C-ID numbers need to be submitted to the state and by June 2014 it needs to be 100%. This is the same for Associate degrees and Transfer degrees. e) ACCJC "degree qualifications project" grant proposal: We are one of 15 colleges that responded to their initiative and by Tuesday, we need to submit a response to their Q&A. Concern and need to know: A cost benefit analysis, availability of release time and stipends would be helpful to know before making a commitment.

## **3.0 Unfinished Business - Action**

**none**

## **4.0 Action**

### **4.1 Academic Calendar (Attachments B and C)**

Summer session for 6 and 8 weeks: same start date two different end dates. The Academic Calendar would need to be Board approved no later than December so it can be forwarded to the Chancellor's Office. President-elect Neufeld explained, for the library, there would be no budget for an 8 week summer session. Recommendation: survey departments to see who would want to offer 8 week summer courses to determine if it is worth the extra cost for the increased services needed and if stipends and/or added TLUs would be offered to departments because during summer Lab intensive courses have not been offered. Rationale for Additional TLU allocation and offering more summer courses to meet our CAP: a) we have to meet a higher FTEs target (Prop 30), b) make up the CE FTEs converted to fee based. Dr. Friedlander to provide a report

on the TLU generation v cost for the 8 week summer session.  
No vote taken - to be brought forward to next agenda.

## **5.0 Unfinished Business - Discussion**

### **5.1 BP 4160 / AP 4160 Establishing, Modifying or Discontinuing Programs (Attachments D and E)**

President Nevins explained there is a helpful flowchart attached to the agenda, and to be used when creating a process for Establishing, Modifying or Discontinuing a Program, or to keep an eye on what is going on with a Program. The flowchart diagram indicates there would be a new Program Evaluation Committee created consisting of and co-chaired by an administrator and dean, with lots of faculty, administrators, the Articulation Officer, and a number of resource people. In effect the committee would look at the Program Review to make it a more relevant review process and towards improving operations, and would allow the development of best practices campus wide. Any curriculum associated with a new program would need to be approved through CAC prior to the larger more formal decision making process identified in the flowchart. Senator O'Connor explained that the committee was designed to meet for a very short period of time, work quickly during a narrow time frame and be done, November through January for the purpose of Program Review. President elect Neufeld added the committee arose during budget concerns and the potential of cutting Programs. The process we currently have in place was bad and this is an effort to replace the Discontinuance of Programs process.

Discussion to continue and brought forward to next agenda.

### **5.2 Timing of grade submissions**

President Nevins explained the request would be to have the fall deadline for turning in grades be approximately the same timeline as the spring deadline.

Allison Curtis reported there are processes legally mandated or in the best interest of students and/or student success that need to be run at the end of every semester. There is a very short window between the time fall grades are due and the start of spring semester. The short turnaround time is problematic.

Admissions and Records: Before the post grade processing can begin all grades have to be in before that process can begin; to then be able to forward that information to a number of other departments.

Brad Hardison reported Financial Aid: Also needed grades turned in on time to begin their student review/notification process. It may take a week or more to complete and that cuts in on the time a student would have for any appeals that may need to be made. Once an appeal (over 700 per semester) is in place more time is needed for review and processing and could lead to no money for books and living expenses before school starts. Moving up the deadline for tuning in grades would help tremendously.

Matt Lorenzen reported Probation/Disqualification only has a small window of time for a student on probation who may not be passing a single class and; once they go to disqualification, we can do nothing however, that student can still register for 18 units and then fail those classes again without any intervention - it is not the same as what we do from spring to fall semester; the procedures are different. Students who are on probation and then disqualified are given amnesty for the next spring and can be a confusing procedure to students. If grades were turned in earlier we could block the failed student from enrolling in and provide some timely intervention to address the challenges that led to the failure and help them succeed in their spring courses and affects approximately 1200 students per semester. Matt requested that the two points not be mixed up: a) turning in grades on time and b) the request to have the deadline moved up similar to the spring timeline and to please base your decision on student success.

Comments: Could special markers be established to identify failing students? What would be the benefit to have grades turned in before the holiday break? The process could begin immediately after the break and not be the beginning of chasing grades not turned in. At the present there are no penalties for turning grades

in late. Having an earlier deadline could possibly increase the number of grade reports not turned in on time. Educate faculty on the effect/consequences of turning in late grades. The calendar changed: school started a week later; this is a 5-7 year cycle. Consider starting the fall semester a week earlier.

Recommendation: Have EVP/deans work on fixing the late grade turn in problem - go forward with the full court press on getting faculty to do their job. Take this back to your divisions for feedback.

## **6.0 Discussion**

### **6.1 Hayward Award Nominee**

President Nevins announced the Faculty Recognition Committee has recommended Kenley Neufeld to be the nominee for the Hayward Award.

M/S/C To approve Kenley Neufeld as the Hayward Award nominee (Schultz/Bower)

### **6.2 BPAP Approved Board Policies (Located at: <http://goo.gl/QJUQC>)**

### **6.3 Book orders and impact to the College (Kathy Brown)**

Kathy Brown began by reporting the book order deadline is always the first Tuesday in November and stated that currently we are past the deadline, and we are at 43% for book orders turned in for Spring. Turning book orders in on time would allow the book buyer time to research/find books and also get them on the used book list for buyback time. If a book order has not been turned in or is late, the student would get little or nothing for their book during the buyback. If an order has been turned in for the book, the student would get substantially more money. Our book rental program (new or used) is strong: 1800 books this semester. Again, this all hinges on book orders and meeting the deadline and saves money for the student because we get the used books during buy back to rent or sell, or ordered in time to just get the new books on the shelf. Note for accessibility issues: getting textbook orders in on time allows for alternative formats to be available for students in time for their first class. Recommendation: Work with IT to develop a process in Pipeline; post the deadline information to the college calendar.

### **6.4 Emergency/Disaster preparedness and response**

No discussion held. To be brought forward to next agenda.

### **6.5 Reorganization for Risk Management, Community Services, Purchasing, Duplicating Contracts and Bidding (Attachment F)**

No discussion held. To be brought forward to next agenda.

## **7.0 Adjourn**

KEY: M/S/C – Moved/Seconded/Carried (motion is approved)

M/S/D – Moved/Seconded/Defeated (motion fails)