

Approved 2-20-2013

Meeting Minutes for Wednesday, February 13, 2013

West Campus, BC 214, 3:00 – 5:00 pm

Members Present: Angel Cardenas, Cindy Bower, Stan Bursten, Gordon Coburn, Steve DaVega, Melanie Eckford-Prossor, Jack Friedlander, Debbie Mackie, Jennifer Maupin, Paul McDowell, David Morris, Bronwen Moore, Dean Nevins (President), Kathy O'Connor, Justin Perocco (student rep), Gail Reynolds, Sally Saenger, Jan Schultz, Patricia Stark, Laurie Vasquez, Dan Wrentmore

Members Absent: Chris Johnston, Kenley Neufeld

Guest(s): Cornelia Alsheimer (IA/Senate Liaison), Priscilla Butler, Erick Pirayesh (*Channels*)

1.0 Call to Order

1.1 Public comment

No request was received.

1.2 Approval of Agenda

M/S/C To approve the Agenda (O'Connor/Bursten)

1.3 Approval of Minutes 12-5-12 (Attachment A)

M/S/C To approve the 12-5-2012 meeting Minutes (Schultz/Mackie) 1abstention

2.0 Reports

2.1 President Report (Dean Nevins)

President Nevins announced the need for another Senate meeting February 20, 2013. President Nevins responded to the requests to revisit/discuss the Psychology and all unranked replacement positions and affirmed that we have a great process that works, and explained, from a hiring perspective, it would be better to wait until the next call/hearing for replacement faculty begins to discuss the issue, rather than hire someone mid-year. President Nevins added the budget situation looks much better for next year and both Senator Bursten and Senator McDowell agreed to wait.

2.2 Academic Policies Liaison (Gordon Coburn)

Senator Coburn reported a draft of the Grievance Policy would soon be available. The major change would be to establish a gatekeeper committee to determine the nature of the grievance and how to proceed. The committee would include representatives from HR, IA and, Academic Senate.

2.3 Faculty Development Liaison (Laurie Vasquez)

Senator Vasquez reported a) Kathy Molloy met with the Faculty Professional Development committee to discuss all areas and included the workload and supervision of the Basic Skills Student Success grant; b) Continued discussion on the Student Success Task Force recommendation on Moodle professional development; c) Structuring Flex hours and how they are/are not being used.

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

CPC: Senator O'Connor reported a) The new Center for Lifelong Learning organizational chart is in progress; b) Approved the new curriUNET version/upgrade; c) Conducted the first/second reading of the Special Report to the Accreditation Commission, due March 15, 2013, that addressed the warning status. Before submittal, the report shall be reviewed for approval by the Academic Senate and Board of Trustees; d) A new classified staff position was approved – Curriculum Coordinator, to ensure the college remains up to date and in compliance with local, state, and accreditation requirements; e) Other classified positions are being filled; f) Andrew Harper to be the new director for the Center for Lifelong Learning.

COI: Discussed zero based budgeting and transitioning to the new Moodle interface.

ITC: Dr. Gaskin attended; discussions were held on topics such as: long range planning, program enhancements, integrated planning and the role of the College Plan and Distance Education Plan, and how the Program Review informs resource requests.

CAC: Tech reviews continue for Summer/Fall 2013 changes. Deadline for Spring 2014 is April 1.

2.5 Planning and Resources Liaison Report (Kenley Neufeld) – no report given

2.6 IA Liaison Report (Cornelia Alsheimer-Barthel)

Liaison Alsheimer-Barthel reported the new negotiation team is in place and consists of Lynne Stark, Mark Ferrer, David Morris and Cornelia Alsheimer. The proposed new contract draft was

presented and discussed. A Plenary session to be held March 8 where all survey results are to be announced and the tentatively the proposed contract is expected to be sun shined at the March 14 Board Study Session.

2.7 EVP Report (Jack Friedlander)

Dr. Friedlander reported the overall enrollment at the college is up approximately 1.65%. Because we wanted to be conservative we now need to borrow a lot from summer to make our enrollment Cap this year and receive our apportionment. We need to make up the deficit from lower enrollment and the transition from state funded to self-supporting. Dr. Friedlander would like to have two Summer Sessions for 2014 and in order to make that possible, it would require the college to begin the Spring semester one week earlier.

Dr. Friedlander announced a) The Curriculum Coordinator job announcement would go out sometime in February; b) Beginning in March Jan Jackson to begin Administrative Assistant duties for dean Marilyn Spaventa; c) Budget Forums are going to be held and; d) Would like to have quality time spent this spring on brainstorming sessions to promote proactive ideas vs reactive.

3.0 Unfinished Business - Action

3.1 BP 4160 / AP 4160 Establishing, Modifying or Discontinuing Programs (Attachments B, C, D)
President Nevins noted the new number would be BP 4020. Discussed a) The Curriculum Advisory Committee and where should CAC be identified on the chart and/or written process; b) Flow chart v the written language. President Nevins stressed the main focus of the policy is to help programs not to discontinue a program.

M/S/D To approve the recommended changes (Wrentmore/O'Connor) tie
President Nevins, tie breaker, recommended the rewritten policy to be brought back to the Senate.

4.0 Action

none

5.0 Unfinished Business - Discussion

none

6.0 Discussion

6.1 Senate Representation on College Planning Council (Senate Vice President Position)

M/S/C To appoint Laurie Vasquez as CPC representative (O'Connor/Bower) U

6.2 Accreditation Task Force Special Report (See: <http://goo.gl/k6Euw>)

President Nevins explained the Task Force Special Report is a response of the college to the ACCJC warning. Rather than identifying only the specific items cited, the college decided to take a more thorough approach and a self-evaluation has been completed in entirety on Standard IV with an accompanying resource guide and the results of two surveys. President Nevins then proceeded to go over the highlights of the entire Standard. An executive summary was requested.

6.3 FW Grading Option (Attachment E & F)

The proposed FW Grading Option to be sent to Matriculation for further discussion/review and when available the proposed policy language.

6.4 Mission statement (Attachment G)

President Nevins requested that Senators take the statement to their Divisions and to focus on the Mission statement only. Discussed where/how to add "dedicated to the success of each student".

6.5 BPAP Approved Board Policies (2013 FEB 01 BPAP)

(See: <http://goo.gl/4ZKi0>)

- BP 6325 Payroll
- BP 6500 Property Management
- BP 6540 Insurance
- BP 6900 Bookstore
- AP 6325 Payroll
- AP 6340 Bids and Contracts
- AP 6370 Contracts - Personal Services
- AP 6500 Property Management
- AP 6540 Insurance
- AP 6900 Bookstore

The first reading of the BPAP Board Policies; President Nevins recommended that everyone take a closer look at BP/AP 6900 because of the faculty impact.

7.0 Adjourn