

Approved 10-09-2013

Meeting Minutes for Wednesday, September 25, 2013

West Campus, BC 214, 3:00 – 5:00 pm

Members Present: Cornelia Alsheimer, Cindy Bower, Stan Bursten, Gordy Coburn, Steve DaVega, Monica DiVito, Patrick Foster, Jack Friedlander, Chris Johnston, Debbie Mackie, Jennifer Maupin, Gracie Maynetto, Paul McDowell, Bronwen Moore, David Morris, Raeanne Napoleon, Kenley Neufeld (President), Kathy O'Connor, Francisco Rodriguez (Priscilla Butler subbed), Patricia Stark, Laurie Vasquez

Members Absent: Francisco Rodriguez

Guests: Scott Bofon (*The Channels*), Priscilla Butler (sub), Lori Gaskin

## **1.0 CALL TO ORDER**

President Neufeld read the following statement before the proceedings began:

We have been elected by our departments and divisions to combine our wisdom and experience in order to make policy and decisions that serve our students and help our community to work better together. We should try our best to listen to each other and to speak with kindness and respect in order to accomplish our shared responsibility.

**1.1** Public Comment – no request was made or received

**1.2** Approval of Agenda – so approved with added agenda items 2.4, 2.5 and 2.6

**1.3** Approval of Minutes 9-11-13 (Attachment A) – approved as amended

## **2.0 INFORMATION**

### **2.1** Appointments

President Neufeld announced the following appointments:

- Facilities, Parking, Safety, and Security committee - Tom Mahoney
- Board Policies Administrative Procedures (BPAP) - Jan Schultz (to replace Dean Nevins)
- Instructors' Association Liaison – a decision has not been made

### **2.2** Joint Board of Trustees and Academic Senate meeting

President Neufeld announced there would be a joint meeting of the Board of Trustees and the Academic Senate at 4 p.m., in A211 on Thursday, February 13, 2014.

### **2.3** C-ID September Newsletter (Attachment B)

President Neufeld has attached the newsletter for information only.

### **2.4** Area C meeting

President Neufeld announced the Area C meeting would be held at L.A. City College on October 19, 2013 from 10 a.m. to 3 p.m. This is one of four smaller area Senate meetings that are held before the statewide Senate Plenary (Nov. 7-9 in Irvine) to discuss possible resolutions and actions that may take place.

President Neufeld cannot attend the Area C meeting, and asked if anyone is interested in attending to please contact him.

**2.5** October Academic Senate meetings: President Neufeld asked everyone hold October 16 open should an extra Senate meeting be needed in addition to the two regular meeting dates October 9 and 23.

**2.6** Work Groups re the recently approved I.A. contract: 1) Flexible Flex (not In-Service Flex) President Neufeld will be appointing 6 people (the known are Michael Robinson (FPDC chair) and Senate President Neufeld) and the I.A. appointee will be Mark Ferrer and a report will be due the beginning of February. 2) Faculty Evaluation Process – there are 6 total appointments available (the known are Ellen O'Connor (AP chair) and Senate President Neufeld) and the I.A. appointees will be David Morris and Sally Saenger. Recommendations for members on both committees contact President Neufeld. 3) The Department Chair workgroup to work on job description and responsibilities. An email was sent out to all Department Chairs about serving on this workgroup.

President Neufeld explained, in making his decision when appointing faculty to workgroups, he would address the different voices on campus e.g. Continuing Education; part time faculty, educational support faculty.

President Neufeld discussed the poor turnout on some committees and AP 4504 formerly 1520 College Service and highlighted item D that states ... College Service is considered a significant professional responsibility...college service will be included as a criteria for faculty evaluation...faculty members should consider service on one of the Academic Senate committees as their highest priority. President Neufeld appealed to Division Senators to create a sense of responsibility within their division faculty about committee service.

### **3.0 REPORTS**

#### **3.1 President Report (Kenley Neufeld)**

President Neufeld reported on the most significant highlights of the following meetings:

*Board of Trustees* A) The Board adopted the budget for 2013-2014 with a balance of \$64,000. The transfers to the Construction and Technology Funds are consistent with past practices. What we have left at the end of the year is \$26.8 million and of that, there is \$12.8 million in undesignated funds and not a part of the state required 5% or TLU bank. If the Construction and Technology funds are added, we have approximately \$35 million. B) The Board agreed to all negotiated contracts from the six different groups. C) A survey will be coming out from the Accreditation Task Force group in response to the warning status; while we have been removed from warning a report needs to be produced (Leadership and Governance and all elements of the original sanction) and includes a site visit from the ACCJC.

*Foundation Board* meeting was about the proposed bond measure.

*Facilities committee with the Board of Trustees* saw a great photo presentation of the before and after results of the summer projects across campus. It was amazing to see what \$65,000 can accomplish. At the next facilities meeting the Architectural firm for the West Campus will giving a presentation.

*District Technology Committee* reported on some major Admin/Network services and most significant A) the pipeline version is no longer supported by the vendor – a need for an upgrade and redesign in the next 12-18 months. B) Document management implementation – the move to a new online system. C) Virtual desktop interface. D) Discussed changing the computer refresh cycle.

#### **3.2 College Planning Council Liaison (Kathy O'Connor)**

CPC Liaison O'Connor reported A) discussed the Program Review Facilities Work Order items and how often these should be reviewed. Contact Julie Hendrix if you have any questions. B) Zero Based Budgeting decision: For one more year, a department may do ZBB. C) Plans are in progress for the Fall 2015 Accreditation Study. D) Deadline for Program Review submittal is November 4. E) Possible criteria to be used for the Major Maintenance criteria (not in order) health/safety; efficient use of facility; replace/modernize and include sustainability practices to meet needs for next 3 decades; comply with state/federal mandates/requirements.

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

Liaison Coburn reported *Academic Policies Committee* worked on the Continuing Education Adjunct Faculty Evaluation Policy. The *Scholastic Standards Committee* are currently reviewing student petitions – 3 for late withdrawal and 1 request to repeat a course were all sent back for more info. 11 for late withdrawals were denied and 1 approved. 2 approved petitions to change from pass/no pass to letter grade.

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

Liaison Vasquez reported the *Sabbatical Leave Committee*, after being on hiatus for two years, reviewed the applicant timeline for submitting proposals and discussed the selection process based on merit/standards; discussed the impact on a department and what is involved when someone is on Sabbatical, updating the web page was also discussed. The *Faculty Recognition Committee* reviewed the venue, timeframe and cost

of reception for the award ceremony; discussed whether nominees for major awards should be included on the display plaques; the timeline for all award proposals was reviewed; nominations for the Exemplary Award are due October and a college-wide email to follow. *Faculty Professional Development Committee* chair Michael Robinson, President Neufeld and Liaison Vasquez and others, attended the All Campus Kick-Off committee debriefing meeting on the Fall 2013 In-Service with Superintendent/President Gaskin; out of the discussion a steering committee has been formed comprised of FPDC members, and staff and management; there is a possibility of spring flex days starting on Wednesday with the kick-off and workshops and Thursday for department/division meetings; the FPD committee to continue discussion on the Wednesday/Thursday idea.

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

Liaison O'Connor reported the *Instructional Technology Committee* received information on: A) The BOG vote to make publicly funded grant and contract work more accessible and made those materials available to a world-wide audience saving tax payer money. B) The special issue in "JOLT" on MOOCS with research papers, case studies, a concept paper and a position paper on the subject. C) Jim Clark's instructions on how to access to the inventory database to review refresh information. D) Possible new standards and configurations for hardware/software replacement equipment and accessibility guidelines/responsibilities. The *Curriculum Advisory Committee* A) had the first hearing on new courses for spring. B) Deadline for summer/fall 2014 submittal is November 4. C) Separate approval and review is required to offer a hybrid or fully online course from a traditional course format. D) New curriUNET interface should roll out Spring 2014. The *Honors Program Advisory Committee* A) Are discussing an honors contract with the student and the honors committee. B) Honors course expansion: Faculty interested in offering Honors courses contact Melanie Eckford-Prossor.

### **3.6 Planning and Resources Liaison (Chris Johnston)**

Liaison Johnston reported the *Planning and Resources Committee* announced A) A demo to explore a possible Scheduling Software Program will be held at their October 8 meeting and Senators are welcome. Please note: the *EOPS/Financial Aid Advisory Committee* is no longer a committee; there is an EOPS Advisory Committee.

### **3.7 Executive Vice President (Jack Friedlander)**

Dr. Friedlander reported: A) The deadline for new and replacement faculty has been extended to September 30. B) The Ad Astra demos, on what the product is and what it can and cannot do and how some colleges are using, will be held October 8 in BC 214 from 1-2:30 p.m. and another at 3:00 p.m. C) The suggestions and recommendations from the Senate have been added to the Summer Session Survey. D) Attended a very informative Student Success Act summit on how community colleges are approaching student success.

### **3.8 Instructors' Association Liaison (Dave Morris)**

Liaison Morris reported that in the re-reading of the contract some anachronisms were discovered, and in concert with the District these anachronisms are being corrected.

## **4.0 DISCUSSION ITEMS**

### **4.1 Aspen Prize**

Superintendent/President Gaskin discussed her proposed recommendation for the Aspen Prize money. We are required, by the Aspen Institute, to report what we are going to do with the \$400,000 Prize money, now \$405,000 increased by a donation from our attorney in our honor when we were awarded the prize. Dr. Gaskin proposed the creation of an endowment with the Foundation, to allow for growth from added donations, and proposed three things to advance the fund: 1) that it continues to give 2) that we somehow pay it forward 3) use it for that which we were recognized. The interest accrued in the Aspen Excellence fund should be used for seed money or one time only proposals for innovative ideas in support of the recognition

we received from the Aspen Institute for success in student learning outcomes, degree completion, transfer rates and for facilitating minority and low-income students' success.

#### **4.2 Bond Measure Facility Proposals (Attachment C)**

President Neufeld gave an overview of the not yet Board approved list of facility proposals for the proposed 2014 bond measure. The Board has approved hiring the Lee Edwards Consultant group who were successful in 11 out of 13 statewide bond measures. President Neufeld also presented statistics on the local voter and the successful Measure V proposal. A voter survey of 600 people was held in May across the District with all demographic groups represented and the proposed bond measure received an extremely high favorable rating. Another poll on what projects resonate with the public will be taken.

President Neufeld proceeded with a review of the attached list that identifies the highest needs to be addressed by the college and provides an expanded description of the project, with a justification and a cost estimate.

Concern: What happened to IDC – how did IDC get dropped/removed from the list?

President Neufeld has asked all Senators to talk to their colleagues and their P&R representative about the proposed bond measure projects. The recommended ranked list from P&R shall be added to the shared folder. The Senate may do a ranking or take what P&R has ranked; then the 5 CPC members will vote at CPC.

The bond measure item to be brought back to the next meeting

#### **4.3 Instructor Association Proposes IA/Senate Work Group on Faculty Compensation**

President Neufeld reported: The Instructors' Association is creating a work group to examine/determine the parameters of an administration-financed study on faculty compensation and they have invited the Senate to appoint three faculty members. Academic Senate President Neufeld has recommended Anna Parmely, Geordie Armstrong, and Wendy Peters. I.A. President Lynn Stark recommended there be 7 members in the event of a tie and Kim Monda has been appointed by both the I.A. and the Senate to serve on the workgroup. The I.A. representatives are Cornelia Alsheimer, Jan Schultz and Bronwen Moore. The workgroup will not be doing the study; the workgroup will be making recommendations about what they want the study to address.

#### **4.4 Procedures for Evaluation of Continuing Education Adjunct Faculty (Attachment D)**

President Neufeld explained the need for expediting because of the need to evaluate continuing education adjunct faculty and the existing evaluation policy for adjunct faculty did not easily map over to the continuing education adjunct faculty. This revision has been proposed by a workforce held over the summer, the continuing education faculty and the Academic Policies Committee. This process will be looked at more deeply over the next few months. This is an interim solution to meet a need.

The modifications are minor and the main question/concern was: who would do the observation. Should it be the department chair or designee, or should the evaluation be done by a tenure track faculty member and not necessarily from that department.

The impact may not be as overwhelming as it appears depending on how new faculty would be defined under the current continuing education shift. There is discomfort in proposing something just for now and just for the sake of pushing it through.

#### **4.5 Board Policies and Administrative Procedures (Attachment E or <http://goo.gl/gXJU9J> )**

*The following board policies and administrative procedures have been reviewed by BPAP and are being sent to the Academic Senate for review before going to the Board of Trustees.*

BP 4010 Academic Calendar  
AP 4010 Academic Calendar  
AP 4022 Course Approval  
BP 4025 Philosophy and Criteria for AS Degree & GE  
AP 4025 Philosophy and Criteria for AS Degree & GE  
BP 4030 Academic Freedom  
BP 4040 Library Services  
AP 4040 Library Services  
BP 4231 Grade Changes  
AP 4231 Grade Changes

Forwarded to the next meeting

## **5.0 ACTION ITEMS**

**5.1** Academic Senate Bylaws Revision (see <http://goo.gl/oB7dPT> )

Tabled.

**5.2** Education Master Plan - Strategic Directions and Goals (Attachment F)

Vote on the proposed plan presented to the senate at our retreat and at the fall in-service to all faculty.

M/S/C To approved the Education Master Plan - Strategic Directions and Goals (Butler/Vasquez) 1  
abstention

**5.3** Board Policies and Administrative Procedures (see <http://goo.gl/2L422G> )

*The following board policies and administrative procedures have been reviewed by BPAP and are being sent to the Academic Senate for review before going to the Board of Trustees.*

BP 3420 Equal Employment Opportunity

BP 3440 Service Animals

AP 3440 Service Animals

Tabled.

**5.4** Sabbatical Leave Reports (see <http://goo.gl/Dbp2mC> )

Tabled

## **6.0 ADJOURN**