

Academic Senate
M I N U T E S
February 22, 2006
3:00 p.m. - BC214

Members Present: Blake Barron, Barbara Bell, Susan Broderick, Jim Chesher, Esther Frankel, Jack Friedlander, Tom Garey, Peter Haslund, Kelly Lake, Ray Launier, Kathy Molloy (Chair), Kim Monda, Marcy Moore, Kathy O'Connor, Roberto Robledo (for Elida Moreno), Peter Rojas, Jan Schultz, Sheri Shields, Laura Welby, Erika Tomatore, Oscar Zavala

Member(s) Excused/Absent: Ed Inks

1.0 Call to Order

- 1.1 Approval of Minutes
 - A) February 1, 2006
 - B) February 8, 2006

The meeting Minutes for February 1 and February 8, 2006 were approved without objection.

- 1.2 Approval of Agenda – so approved

2.0 Information

- 2.1 Summer session(s) survey results.

Mr. Friedlander reported the survey results were based on a large sampling of student responses received.

Define: duplicated and unduplicated students

Duplicated is a student who responded to the survey more than once.

Unduplicated student is one who has responded to the survey only once.

To be returned as a discussion item.

- 2.2 Tom Garey announced that Raymond Bobgan, former student and son of retired SBCC V.P. Martin Bobgan, has taken the executive artistic director position at the Cleveland Public Theatre.
- 2.3 Kathy O'Connor, as a member of the statewide curriculum committee, announced plans to write a Resolution for the Spring Plenary Session requesting that the rules governing the prerequisite validation process be researched. The request would be to change the current regulation/methodology used for the validation of prerequisites and not the concept of prerequisites.
- 2.4 Kathy Molloy announced that the college has received \$60,000 from Verizon for the library's cyber café. The café should open Fall 06.
- 2.5 Peter Haslund announced that Mairead Maguire, a brave and passionate Nobel Peace Laureate, was today's guest lecturer in A211.
- 2.6 President Molloy introduced Roberto Robledo, who will be the substitute senator for Elida Moreno while she is on leave.

3.0 Hearing/Discussion

3.1 SSI: Senate Workgroup Recommendations

There were two items handed out 1) the summary report/minutes from the workgroup meeting; 2a) the Implementation list and the implementation order for the first year; 2b) All other departmental/cross departmental and one-time funding proposals listed in preferred order of implementation.

Suggestion/request: Keep the MESA proposal in the Plan (donor funding is not assured) and add it in the departmental/cross departmental initiatives section of the 'Implementation list and order' with the following change:

"The MESA proposal is being targeted for Foundation funding and should not be included in the event that such funding is retained ~~recommendation.~~"

Ms. Molloy explained the results of the workgroup's recommendations and when they should be implemented.

Funding: President Romo does not know how much funding is available. He would like to know the overall cost(s) and phase in schedule over 1-3 years. One time funding may come from the Foundation /Block grants/etc., and CPC will be asked to approve any ongoing dollars needed to implement the institutional recommendations. CPC would not be voting on specific proposals/projects.

M/S/C To move to a vote and proceed to Agenda item 4.1 where the Student Success Initiative can be debated as an action item (Garey/O'Connor) 1 abst.

3.2 Policy on Adjunct Office Hours

The Academic Policies Committee recommends the following language for Adjunct Office Hours:

Adjunct classroom instructors are required to be available to students outside of class for one scheduled office hour for 3 TLUs per week.

The hour should be designated at a time and place convenient for the instructor and the students, and the specific time shall be indicated in the course syllabus.

Marcy Moore commented that although many adjuncts are supportive of the proposed policy language, a number of concerns were raised.

- Logistics of sharing a desk
 - How many per desk/per office, etc.
 - No quiet time or privacy
- Finding alternative office space/ways to meet with students

Mr. Garey presented the Senate with some history.

The instructional salary schedule for adjunct faculty suggested a 12.5% differential for teaching adjuncts (the 12.5% represented 1 hour for every 8 hours or 1/8). The instructor would then be available to students 1 hour for every 7

teaching hours. This was never written into policy. Probable reason: if a policy were to require office hours, an office would need to be made available.

Current I.A. contract: the 12.5% was folded into a flat pro rata salary schedule with the pro rata share goal to reach 75%. As of January 1, 2006 the pro rata share is at 67%. The assumption is that pro rata duties (including meeting with students) equal pro rata pay per contract. The 75% pro rata would compare to the full time teaching instructors, where the remaining 25% for full time (teaching) faculty would be for various required meetings, etc., etc. This may be where it would be reasonable to determine that adjunct teaching faculty should be at the 67% pro rata share.

AP realized the situation and based the proposed language on the reasonable expectation of what a student should be entitled to and not how this should/would be achieved.

Suggestion:

- Use the Online classes as a model and consider pipeline/chat room/bulletin board as a reasonable way to achieve regular student contact by the instructor.
- Allow a broader interpretation of the phrase "time and place convenient" such as meeting in the campus center, café, etc.

The EVP added the previous 12.5% differential agreement included grading and, with no specific designation, office hours and that non-credit faculty did not receive the differential. He felt the language should change to include other means to achieve regular contact hours and would need to be approved by the department chair.

Other points to consider:

- Define office space: telephone, computer/online availability, etc.
- Is it a faculty problem or is it an administrative problem?
- Adopt an adjunct faculty member to share your office
- Have departments apply policy to both full time faculty and adjunct - to continually work towards achieving a 75/25 parity.

It was suggested that AP should review the recommended policy language further and address some of the Senate's concerns and requests before the next meeting.

3.3 Policy on Substitute Faculty Responsibilities

The Academic Policies Committee recommendation for policy language regarding Substitute Faculty Responsibilities was reviewed. The following changes were made:

The substitute faculty's duty is to teach a class in the absence of the instructor of record. The instructor of record remains responsible for course planning and

assessment unless the substitute faculty and the administration, by mutual agreement and in consultation with the department chair, allow the substitute to perform duties beyond classroom teaching for additional compensation.

Cole 2/28/06 12:05 PM

Deleted: both give prior approval to

M/S/ To approve the recommended paragraph as revised (Haslund/Shields)

3.4 Grievance Policy

The attached strikeout policy addresses type I and type II grievance categories only.

- I. General faculty grievance
- II. Grievance process for tenure decisions

Major contributors to the proposed Grievance Policy revision/update:

Peter Haslund, Gail Tennen, Jack Friedlander, Sue Eherlich and John Romo

Concern: Obligating the district to unknown costs in Level I, item c.

Senators were asked to email Peter Haslund comments, questions, suggestions or language changes to the proposed Grievance Policy revision.

3.5 Finals Schedule

The Senate had requested that a discussion/hearing be held about changing the current finals Schedule. The current attached Finals Schedule for Fall 2006 cannot be changed and has been rolled over from Spring 2006 to meet the print deadline for the Fall 2006 *Schedule of Classes*.

This shall return as an agenda item in time to meet the print deadline for the next *Schedule of Classes*.

3.6 District Technology Plan

Electronic copy to be sent via email to Senators. Laurie Vasquez will be present at the next Senate meeting to answer any questions.

4.0 Action (4:10-4:30)

4.1 SSI: Recommendation to the President

The recommendations that are being debated from the handout summary (see 3.1 above) can be found in more detail in the "Building Communities: Planning the Student Success Initiative" report.

Suggestion: Focus on the institutional recommendations and leave the departmental issues for another meeting.

The Academic Senate President and EVP intend to work together on a cost estimate and phase in of the institutional proposals for the Student Success Initiative and report to the Senate.

It was recommended that funding for an evaluation process after implementation should also be identified. The evaluation should be based on best practices criteria.

Reminder: This is a work in progress with evaluations to be made and tweaks/adjustments to be determined after implementation.

M/S/C To commend the Academic Senate President on her determination to move the Student Success Initiative Plan through (Haslund/Garey) Unanimous

M/S/C That the Senate adopt and forward to President Romo for implementation of the first six institutional proposals as recommended by the Senate Workgroup, and further request the administration to provide cost/funding information so that the Senate can consider phase in recommendations of these and subsequent departmental and cross-departmental initiatives still to be considered by the Senate. (Barron/Garey) Unanimous

(Note: the following institutional proposals were recommended.)

- Expand the Gateway Program
- Expand the Writing Lab staff and services
- Expand the hours and staff/resources for the Math Lab and establish a Math 100 Center
- Increase success in Online Courses by expanding OIAs and online tutoring
- Reinstate Professional Development Funding
- Implement SLOs/Do Follow-up Review of Curriculum and Pedagogy

5.0 Adjourn