

Academic Senate
MINUTES
 September 22, 2004
 3:00 p.m. – BC 214

Members Present: Blake Barron, Barbara Bell, Susan Broderick, Jim Chesher, Esther Frankel, Jack Friedlander, Tom Garey, Peter Haslund (Chair), Mary Lawson, Tom Mahoney, Kathy Molloy, Kim Monda, Elida Moreno, Kathy O'Connor, Peter Rojas, Jan Schultz, Sheri Shields, Laura Welby

Guests: Cornelia Alsheimer, Tracy Chamberlin, *The Channels*, Karolyn Hanna, Marcy Moore, Peter Naylor

1.0 CALL TO ORDER

1.1 Approval of Minutes
 September 8, 2004

M/S/C To approve the Minutes of the Academic Senate, 9/8/04 (Garey/Molloy)
 Unanimous

1.2 Approval of the Agenda – the Agenda was approved

2.0 INFORMATION (Announcements, Communications)

2.1 Status of Adjunct Faculty Member election.

The adjunct faculty Senator election deadline has been extended to 9 a.m., Friday, September 24, 2004. Both adjunct faculty candidates, Cornelia Alsheimer from Business and Marcy Moore from Sociology, were guests at the meeting and introduced.

3.0 HEARING/DISCUSSION

3.1 Retreat Reflections – discussion was again postponed.

3.2 Report from Commission on Faculty Job Description

The report from commission members Tom Garey, Barbara Bell and Oscar Zavala was presented by Peter Naylor, commission chair.

Peter Naylor explained that the commission reviewed job descriptions at other community colleges, and that the descriptions varied from very general to very specific. Santa Rosa CC and Foothill CC have very detailed job descriptions, which are included in their contracts. Having a job description as part of a contract can have both positive and negative impacts; one possible effect of including the job description in the contract is that it may become too detailed and specific. The commission looked at SBCC's current job description and other criteria in their efforts. Their finding was that a job description should make it clear to faculty what is expected of them and to make it clear to the administration what they may expect of faculty, in order to avoid misunderstandings. The policy, when approved, needs to be:

- mutually acceptable by both faculty and administration
- used as a job training guideline
- used as the basis for evaluation, where each item is to be understandable and measurable

The commission suggested both generic job descriptions and specific ones that would be unique to a particular position.

Suggestions: Anything that is required of faculty under law should be in the job description, and identified as such. Other specifics required by contract or District policy should be stated where applicable, with the contract item or policy number identified. This would be part of the generic job description.

The EVP stated that this is a wonderful start. Any additional suggestions should be sent to Jim Chesher, liaison to Academic Policies, and/or Charles Grogg, Chair of A.P.

M/S/C To receive the report and commend the commission for the report and refer the report to Academic Policies for their recommendations and review.

(Molloy/Garey) Unanimous

3.3 Request for AFT presentation

When the suggestion was presented to Steering the sense was that BC214 was not the proper venue because of the lack of space.

3.4 Enforcement of Smoking and Skateboard Policy

The concern arose about the lack of enforceability surrounding the non-smoking campus policy, and also policy enforcement regarding skateboards. What can/should staff, administration and faculty do concerning enforcement? Within the limits of our resources, Business Services has asked security to make the rounds every half hour in the most problematic areas. Security is asked to show the violators where the designated smoking areas are. A conscientious and positive effort is being made with beneficial effects. If security finds someone who systematically defies the advice, then they are to report the student to Ben Partee and it will be handled as a violation of the Standards of Student Conduct. If staff is in violation, then it should be reported to their supervisor. The District has no authority to ticket violators.

The County Health Care Services is providing funds to SBCC to help with the transition of the new policy. Student workers go out and talk to the non-compliant students and give them maps and direct them to the designated smoking areas. If there is a troublesome area, Health Services could delegate a student worker to the problem area.

Suggestion: Have Health Services coordinate their efforts, plans and strategies with Security.

3.5 Request for New and Replacement Faculty, 2005-2006

There will be at least 9 to 10 replacement tenure track positions available due to retirements; the notification deadline for impending retirements is October 8. The current estimate for new hiring this spring is 15-20+ new faculty (new and replacement positions). The "Request for Replacement and Tenure-Track Faculty Positions for 2005-2006" guidelines/timetable will be sent out to Department chairs no later than Friday, September 24, 2004. Copies of last year's proposals are available in the Senate Office. Job openings will be announced in December and positions close January 28, 2005. The state-wide competition for new employees this year will be high, as many schools need to fill a large number of positions.

Question: Were there any replacement positions not filled last year?

4.0 ACTION

4.1 Senate and Steering Committee Calendar approval

Suggested changes: Remove the December 15 Steering meeting (Finals week) and make both the January 19 Steering meeting and the January 26 full Senate meeting tentative dates. A block of meetings in November has been designated for the purpose of hearing appeals from department chairs and ranking new and replacement faculty positions. This is a required function of the Academic Senate.

M/S/C To approve the amended Fall 2004-Spring 2005 Academic Senate calendar (Garey/O'Connor)

4.2 Policy Change for District Policy 1900 (Karolyn Hanna)

As co-chair of the Committee on Non-Teaching compensation, Ms. Hanna recommended that District Policy be revised to reflect the way the committee currently functions. Other sections affected by the proposed revision have been identified and are included in the recommended revision.

Discussion focused on specific changes, typos and interpretations.

Vote delayed. To be brought back to Senate with recommended language changes to the policy and appendices. May be recommended to A.P.

5.0 REPORTS

5.1 President's Report

5.1.1 Meeting with Isla Vista Action Group

The intent of the group is to take action to negate the alcohol and substance abuse in the Isla Vista area. SBCC has an estimated 2000 + students living in the Isla Vista area. They are attempting to fight the problem using academic tools to expand students' work-week to five days. Academics are being asked to assign papers and tests on Mondays, Tuesdays and Fridays, and to schedule greater number of classes on Friday and Saturday. In preparation for the upcoming "holiday" (Halloween), there are plans to offer alternative events. One directive is that parking will be restricted on campus.

Suggestion: Contact Chico State – they have turned around their "party school" image.

5.1.2 Liaison Appointment

Tom Garey has agreed to be the Faculty Development liaison. The cluster of committees includes Sabbatical Leave, Teaching and Learning, Faculty Recognition, Faculty Enrichment, and Faculty Lecturer. Tom's focus will be the Faculty Enrichment committee and the Committee on Teaching and Learning. Peter Haslund will be the liaison to the Sabbatical Leave committee. The Faculty Recognition liaison responsibilities will be shared between Peter Haslund and Tom Garey.

5.1.3 Policy Posting on the web located at: <http://www.sbcc.edu/policies/>

Faculty must have ready access the policies to which they are held accountable. After conversation with Sue Ehrlich, agreement was reached to post the information immediately on the web. All approved District Policies by the Board of Trustees will be posted there.

Please note that this is the *first* step in a process designed to increase both accuracy and accessibility of these policies. It is NOT in final form. Thanks to Sue Erlich for taking this interim step!

Request: Build a link from the Faculty and Staff web page to the Policies page.

5.2 **EVP Report**

5.2.1 Review of request for proposals for new and replacement faculty positions for 2005-06 and proposed timeline. See Hearing/Discussion Item 3.5 above.

5.1.2 **ADDENDUM** item to Agenda – (pgs 41-42)

Draft of Proposed Calendar for Summer 05 through Spring 06.

The academic calendar for next year needs to be ready to go to the Board in November. Note: A second option will be presented at the next Senate meeting.

In preparation for anticipated increases in FTES requirements, the EVP proposed implementing two separate summer sessions. Factors that need to be addressed in building a two summer session calendar include:

- A week is required between the end of spring term and the start of Summer Session 1 to submit grades.
- Summer Session 1 designed to target existing SBCC students.
- Summer Session 2 timed to target high school students; it cannot start before the high school calendar ends, and should not involve a large lag time after high school graduation.

Proposed fall calendar begins August 22 and ends December 10. This could be moved out one week to start August 29 and end December 17 without impacting two summer sessions. The proposed spring calendar starts January 9 and ends May 6. Summer classes beginning prior to July 1 count towards the current year and classes starting after July 1 are counted toward the following year.

Much discussion and configuration ensued concerning the start dates for both fall and spring calendars. Suggestion: An option would be to have various summer session start and stop times within set parameters. As far as the State is concerned, there is only one summer session, so this would be an internal decision. The main concern in delaying the start of summer session 2 is the impact on high school students.

Due to the significant changes of the calendar proposal from previous years, a work group was set up to continue the discussion. The members are: Kimberly Monda, Kathy O'Connor, Esther Frankel and Cornelia Alsheimer.

Discussion to be continued at next meeting.

6.0 **ADJOURN**

Next meeting – ~~October 13, 2004~~ – **OCTOBER 6**