Members in Attendance: David Payne, Jo Anne Cripe, Stacey Burks, LaRee Hartman, Colleen Harvel, Michael Panunto, Debbie Reynolds, Boyd Trolinger, Tip Wilmarth, Julie Withers, Tony Wren, Dave Stephens, Natalie Shumaker, and Mary Andrews.

Members not in Attendance: Kenneth Bearden, Miya Squires, Shirleigh Brannon, Bruce Enyeart, Angela Kraemer, Shannon Rooney, and Shaaron Vogel. Please note: Shannon Rooney is being replaced by Mary Andrews for the 2008/2009 term. Angela Kraemer has accepted an interim, emergency full-time position for the fall semester; thus, she must relinquish her position on the Academic Senate for the fall 2008 semester.

I. **Call to Order:** The meeting was called to order at 3:15 p.m.

II. **Approval of Agenda:** It was moved by Stacey Burks, seconded by LaRee Hartman, and carried unanimously to approve the agenda.

III. **Approval of Minutes:** It was moved by Stacey Burks, seconded by Tony Wren, and carried unanimously to approve the minutes as amended.

IV. **Visitors’ Comments:**
   A. Carol Stanley-Hall expressed her concerns regarding the process involved in putting forth the Educational Master Plan Draft. Please see the comments and concerns noted below regarding previous processes and current processes.
      a. Seeing a draft that has been put together in a very different way than before.
      b. Where is the faculty in this decision-making loop?
      c. Showed binder of Educational Master Plan Committee she served on in the past.
      d. As a faculty member has not heard anything about the Educational Master Plan process.
      e. Concerned how decision was made to put this together.
      f. Feels sterile.
      g. Concerned about process.
      h. Binder will be left with David Payne regarding the process as was done in the past if anyone wishes to review it.
   B. As noted by Dr. Payne, administration has asked the Academic Senate to look at the Educational Master Plan. Sent out two copies of the Educational Master Plan. Take a look at it. It will be put on the agenda. Minor differences between the two. Choose the most recent one to review.
   C. Per Dr. Cripe, much more of a “piecing together” of things already in place. Senate Executive met for a whole day with administration to go over Educational Master Plan.
   D. Dr. Payne and Dr. Cripe discussed today that they should have had this Plan out to faculty a couple of weeks ago.
   E. LaRee Hartman advised information is different between the two copies sent out. Some things approved by Academic Senate and some are not.
   F. Dr. Payne advised this is the reason why everyone needs to read it. This is not a final document. This is the time to review it.
   G. Dr. Cripe said this is a different process than was used before. It was originally sent out by Mr. Meier and now is the time to hammer away at it.

V. **Reports:**
   A. **Hearts and Flowers – Debbie Reynolds** – Nothing to Report. (Shannon Rooney is having a health issue – please send card.)
   B. **Legislative Report – Shaaron Vogel/Stacey Burks** – Ms. Vogel is not in attendance today; thus, no report. Ms. Burks advised that nothing is happening at this time.
   C. **Classified Senate Report – Dave Stephens**
a. Committee tracking going very well; have heard from almost every committee on campus.
b. Putting together a newsletter. Academic Senate will have a column. Most likely will be produced on a quarterly basis.
c. Received a presentation from VP of Planning regarding the Educational Master Plan. Les Jauron presented detailed information about the Educational Master Plan.
d. Slight concern with respect to not enough collaboration regarding Educational Master Plan.

D. **Associated Students’ Report – Natalie Shumaker** – Working on a newsletter too. Harvest Festival on 29th and 30th. It was requested that Faculty and Staff receive newsletter info too.

E. **Staff Development Planning Report — Teresa Ward**

a. Katie Hansen was introduced as the newly hired Secretary III for the Academic Senate and Staff Development. She will do an awesome job. Has begun training process designed by Haley Rose. Ms. Hansen is very enthusiastic and organized. Haley Rose has done a wonderful job in Staff Development!

b. Staff Development has a website. To access, locate Departments, choose Faculty and Staff and then choose Staff Development. Lots of information and forms available online. Workshop forms available on website too or one can be sent to you that is personalized.

c. Lot of workshops coming up.

i. Diversity Days – October 14th and 15th - The Diversity Committee is flourishing.

ii. Julie Withers will be one of the stars of the show. She will present “Touchy Subjects” in the Center for Excellence from 10:00 -12:00, Wednesday, October 15th, (lots of activities).

F. **Diversity Committee – Ayse Taskiran** – Ms. Taskiran was not in attendance at the meeting today; however, she sent a message to be shared with the Academic Senate. Dr. Payne read her communication. Campus Wide Panel October 14th, 3:30 – 4:30 p.m. She is seeking a proclamation for support from the Academic Senate that the Senate supports diversity in hiring. Dr. Payne asked for a motion. After discussion, it was determined that Ms. Taskiran needs to structure a proclamation for the Academic Senate to support. Dr. Payne will contact Ms. Taskiran to advise.

G. **Vice President’s & Curriculum Report – Jo Anne Cripe**

1. **Professional Relations Committee**

a. (Note: Dr. Cripe announced that she is not the webmaster for the Distance Learning website as previously stated at the last meeting. She is the webmaster along with Katie Hansen (beginning November 1st) for the Academic Senate website. Please email Dr. Cripe with “non-obvious” content ideas that you might feel should be available on the Academic Senate web page. Lots of work – please share ideas.

b. Communication did not go well with respect to the recent problematic email strand.

c. Warning letter was sent.

d. Not going to dissect emails.

e. Flawed process first time out.

f. Concrete feedback from one of the recipients.

g. Need new group (ad hock) Professional Relations Committee to look at process.

h. Similar discussion recently at Chairs meeting per LaRee Hartman. May want to look at how other schools handle these situations. Need some steps via HR that can be followed that has teeth in it. First, find other institutions and see what they do so we are not recreating the wheel.

i. Faculty lost email privileges in the past. Must demonstrate professionalism in order to keep email privileges.

j. Want to be able to give colleagues the ability to deal with these situations before administrative involvement.

k. Should not punish all for the wrongs of a few.

l. Dr. Van Der Ploeg said a process had to be in place otherwise liability issue.

m. If a faculty member violates the Standards of Ethics, the process needs to begin.

n. This will require judgment.

o. Tip Wilmarth, Kenneth Bearden, Debbie Reynolds, Michael Panunto, David Payne, and Jo Anne Cripe will serve on the panel.
p. Suggestion: Potential Ethics Committee – could be prior Senate Presidents.

F. President’s Report – David Payne
   2. Hiring and Diversity Administration Commitment
      a. Keep saying need $$.
      b. $$ will improve quality of search committees.
      c. Not getting $$.
   3. Lack of Administrative Transparency
      a. Stays on agenda at this point.
      b. Educational Master Plan – shared today will be shared tomorrow with Chairs/Coordinators.
      c. Senate Executive – Have been focused on other things. Accept fault this has not gone out earlier per Dr. Payne.
      d. Dr. Payne advised slight changes – not a chance to look at it yet to compare.
      e. (Note: David Danielson – Eight people have come forward to volunteer; not appropriate to vote at this time.)
      f. (Note: Debbie Reynolds – Financial Aid Appeals Committee – message from Mike – Ms. Reynolds cannot serve due to scheduling time conflicts. Sent email to Gerri Kuykendall to see if she can fill in on that particular committee.)

VI. Unfinished Business:
A. Votes to Confirm New Committee Member – David Payne
   Shannon Rooney had to step back from the Academic Senate. Mary Andrews has volunteered to step into this role. Dr. Payne asked for a one-meeting vote of approval to confirm Mary Andrews to the Academic Senate. It was moved by LaRee Hartman, seconded by Tony Wren, and carried unanimously to approve the one-meeting request for approval. It was moved by Stacey Burks, seconded by Jo Anne Cripe, and carried unanimously to confirm Mary Andrews to the Academic Senate.

B. Vote to Approve Writing Assessment – Kenneth Bearden
   a. Dr. Payne reminded the Academic Senate that Kenneth Bearden was seeking approval of the writing assessment across campus at the last meeting. Mr. Bearden would like to see a vote go forward on this request unless there are any major considerations at this point.
   b. SLO assessments – sampling of students across campus (clarified).
   c. It was moved by Tip Wilmarth, seconded by Julie Withers, and carried unanimously with two abstentions (Mary Andrews and Stacey Burks) to approve the writing assessment.

C. Vote to Approve Program Discontinuance - David Payne
   a. Shaaron Vogel sent out electronically.
   b. Ms. Vogel and Ken Meier made changes to it.
   c. Dr. Payne asked for a motion to approve the Program Discontinuance Policy. It was moved by Lareae Harman, seconded by Stacey Burks, and carried unanimously with one abstention from Mary Andrews to approve the Program Discontinuance Policy.
   d. As noted by Ken Meier, this policy will be taken to Leadership. It is a good policy; it helps to drive the Educational Master Plan.

D. Vote to Approve Charter – David Payne – See “E” Below.

E. Vote to Approve Bylaws – David Payne
   a. Copies of the Governance Committee working group charter & bylaws were distributed. The Senate Executive team met with Les Jauron and Ken Meier to discuss. The charter and bylaws was a group effort of the working group. A full working committee needs a complete charter and bylaws. This committee will evaluate how well governance is working. Dr. Payne asked members to look at it and it will be discussed at the next meeting.
   b. The Governance Manual will be sent to Academic Senate members too in electronic format.
   c. Name of Governance Committee may change. There is some concern from administration that this name may cause confusion.
VII. **New Business:**

A. **Cross Enrollment Programs – Ray Rodriguez**
   
a. Transfer Counseling Center – Provides academic advising as well as transitional support to 4-year colleges. Mr. Rodriguez provided an update of things done in the center. Have transfer agreements with 7 of 9 UC campuses. Schools are impacted – very strict on whom they will take. The transfer agreements are a wonderful way for our students to get access. On-the-spot admissions – works with CSU system; 450 of the 570 CSU transfer students were accepted via On-the-Spot admissions at CSUC. Humboldt and Sac State on a more formal basis. Can provide assistance for other schools students wish to attend.
   
b. Online academic advising – will be on our website. Can see what students are referencing; therefore, can contact students and provide assistance. Will operate with non-traditional hours. Mr. Rodriguez passed out business cards. Student can come in and see him for any school and he can provide an educational plan within a short time.
   
c. Mr. Rodriguez discussed the Cross Enrollment Program and distributed a handout entitled, “Application for Cross Enrollment Program – California State University, Chico.”
   
i. Requirements for participation included: Butte College student, taking at least 12 units, maintaining a 2.0 GPA with ENGL 2, and making progress in math.
   
ii. Student can take (1) class for free per semester for two years.
   
iii. When student transfers to CSUC, no application necessary.
   
iv. Can save a student (1) semester of class work.
   
v. Access to all services at CSUC.
   
vi. Will help students acclimate to CSU system.
   
vii. Chico does not need our students right now as they are impacted.
   
viii. Please spread the word.
   
ix. “Do Not Cancel Your Class” – Mr. Rodriguez will come in and spread the word to your students about this program if you are unable to make your class session.

B. **Enforcing Academic Prerequisites – Tony Wren**

Tony presented some information and thoughts regarding the need for prerequisites. The following ideas and concerns were shared by Mr. Wren and the Academic Senate members.

a. Some instances prerequisites are really important.
   
b. Process for approving prerequisites is handled through Curriculum Committee.
   
c. Process to see that prerequisites are used is not handled through Curriculum Committee. One is through Technology. Need to bring forward to Academic Senate to develop processes for enforcement for Academic Prerequisites.
   
d. For some courses prerequisites already are enforced.
   
e. If cut and dried, would like to get process started.
   
f. Many faculty are concerned.
   
g. If prerequisites are followed, qualified students will get into the seats.
   
h. Better chance for success with prerequisites, if needed.
   
i. A recent meeting regarding this issue has occurred; at this stage it is a discussion group.
   
j. Dr. Payne will send series of emails regarding state laws and requirements. Technically, we are in violation of the law – again.
   
k. Eric Hoiland recently advised that 560ish courses have prerequisites attached currently; however, Butte is only enforcing about 30 of these. Most of the enforced prerequisites revolve around LEAD, reading, writing, math assessment, and microbiology.
   
l. Interesting conversations ahead of us – if enforced, how will lack of access impact lack of enrollment and student success.
   
m. If improves retention, we need to get students in the right courses and in the right sequence. Must find a way not to inhibit ability of students to get into classes and yet be in the correct classes.
   
n. Dr. Payne will try and get Mr. Wren on the list to be involved in these discussions.
   
o. Mr. Wren suggested that those classes that are hierarchal in nature deal with prerequisites first. Then look at other courses. Need to make sure prerequisites are appropriate too.
p. Is Andy Radler or Steve Price on this group? LaRee Hartman asked Dr. Payne to check due to their need for prerequisites for their classes. Dr. Payne asked Ms. Hartman to have them contact him via email.

q. Really need computer software that flags the need for classes with prerequisites. According to Les Jauron, there are things that could be done. Really need this to happen by default.

r. Debbie Reynolds advised that this is a huge issue the way it is currently set up now. Someone has to evaluate test scores, high school transcripts, and college transcripts. Do not have proper staffing to do this. Must be really thought through and looked at by the departments. Must have people to manage the data.

s. Mr. Wren advised we should go for easy implementation at this point.

t. Tip Wilmarth suggested that if we force prerequisites, this will cause depletion in enrollment in a lot of core classes. If enforced, enrollment will go down.

u. Ms. Hartman suggested that we will not lose enrollment if students are put in classes that are more appropriate. It will simply cause a shift in enrollment. It is important for success of students to do this or we will lose them or they will not be successful anyway.

v. Need to have an understanding that some classes will be smaller if we go with prerequisites.

w. Dr. Cripe reminded that prerequisites are enforced by law.

x. Ken Meier advised he wants to start conversation now with respect to this issue. Quite aware there is not enough staff in Student Services. Long-term effort is to help students be more successful. Currently losing about 40% of our students every year. This would be a big front-end cost. Datatel has some difficulties; lots of complications. Mr. Meier is concerned about a large number of court cases due to students not learning what needed to be learned in classes and then entering the workforce underprepared.

y. The work group (discussion group) will meet again.

z. It is the departments’ call for prerequisites.

C. Interim Hire – Angela/Stacey

a. Angela Kraemer has been hired as an interim full-time instructor. Thus, we are down another associate seat on the Academic Senate. There have been a number of emergency interim hires this fall. Concerned that there is no process. There has been some hurt because of lack of process. Each Department has its own way of handling this; some hurtful mistakes have been made.

b. The hiring process is the jurisdiction of the senate. We need to standardize it so all understand the process. Currently, clearly inconsistent. Dr. Payne advised that processes and procedures do exist. Unfortunately, poor planning leads to shortcuts being taken resulting in unintended consequences – do not always think about this when making decisions. Recently went to Chairs/Coordinators Committee and asked them to cross T’s and dot I’s. We need to follow agreed upon hiring processes that are supposed to be followed for everyone. Grant-related hires need to follow the same processes. There is no good reason why processes are not being followed.

c. Dr. Payne posed a question to Stacey Burks – Do we want to put together a group that looks at interim hires? Ms. Burks advised that she would like to see a part-time representative on this group. Further, Ms. Burks would like to be considered for this. Dr. Payne will contact (perhaps via email) regarding this issue. Study group at this time.

d. With respect to Ms. Kraemer’s replacement for a partial semester, Ms. Burks would like to ask Andy Vranich. Ms. Burks asked if this was okay. It was advised to go ahead and contact Mr. Vranich.

D. Failure of Administration to Follow Hiring Process –David Payne

Tabled

VIII. Other: None

IX. Future Agenda Items: Please email David Payne with any agenda items.

X. Adjournment – This meeting was adjourned at 5:05 p.m.