ACADEMIC SENATE MEETING  
October 15, 2008  
Board Room  
3:15 – 5:00 PM

Members in Attendance: Jo Anne Cripe, Kenneth Bearden, Mary Andrews, Shirleigh Brannon, Stacey Burks, Bruce Enyeart, LaRee Hartman, Colleen Harvel, Michael Panunto, Boyd Trolinger, Shaaron Vogel, Tip Wilmarth, Julie Withers, Tony Wren, Andy Vranich, and Natalie Shumaker.

Members not in Attendance: David Payne, Miya Squires, Debbie Reynolds, and Dave Stephens.

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 Boyd Trolinger, and carried unanimously to approve the minutes with the understanding that future minutes will be more general in nature and will not include the names of members with respect to conversations related to the topics on the agenda.

IV. Visitors’ Comments: No Comments.

V. Reports:
A. Hearts and Flowers – Debbie Reynolds – Debbie was not in attendance at this meeting; therefore, no report. It was noted that Theresa Marcis (LEAD) – Associate Faculty – is not feeling well. Perhaps a card can be sent.

B. Legislative Report – Shaaron Vogel/Stacey Burks – Shaaron Vogel advised that the governor finished signing bills. There were 415 vetoes. All higher Education bills that were vetoed were related to dollars. However, most Community College bills passed.
   a. Early Assessment passed.
   b. Concurrent Enrollment passed (SB 1437).
   c. Online Educational Resources passed.

The process will begin again in December/January as bills are proposed. Bills will be written in February and presented in March.
   e. Stacey Burks – Butte is a model school because our language already had stated that those with the most seniority must be offered the maximum load by law. Very fortunate position; however, already scheduled for next semester so unless rescheduling classes, they are already online.
   f. One unit classes and/or short-term classes discussed with respect to 67% load. Is the campus facilitating these types of classes for programs that do not have them? This is a curricular issue that is dealt with at the department level. Really helps 5 unit classes (those with labs).

C. Classified Senate Report – Dave Stephens – Dave was not in attendance at this meeting; therefore, no report.

D. Associated Students’ Report – Natalie Shumaker – Ms. Shumaker shared the below-listed happenings of the Associated Students.
   a. Looking at Associated Student website for improvements.
   b. Working on Mary Boss Scholarship.
   c. Trying to move Planners (student handbooks) – not moving well – on sale for rest of this semester and then back to regular prices next semester.
   d. Newsletter is forthcoming.

E. Staff Development Planning Report – Teresa Ward – Everything is going well in Staff Development.
   a. Diversity Days – going very well – Center for Excellence is too small.
b. Congratulated Ayse Taskiran and Julie Withers for their contributions to Diversity Days.

c. It is rewarding to see how much people want to get together.

d. Flex Committee Meeting – Discussed Fall and 2009 Community College Development Days. If presenting, please send your own description.

e. Institute Day Theme – Not sure. Continuing to ask. Might be a focus on student learning, panel discussion, or accreditation.

f. The 2009 Community College Development Days brochure needs to be to the Print Shop by Thanksgiving. Starting to assign flex numbers and rooms plus getting formatting done.

F. Diversity Committee – Ayse Taskiran – Ayse was not in attendance; therefore, no report. Julie Withers advised her workshop was great. The events were really well attended. Would like to see this event happen every semester.

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

1. Tone on Campus – Dr. Cripe shared an email that was sent to her recently. The gist of the email was three fold.

a. Is the feeling of community and collaboration being lost with the new dean/director system versus the previous two dean system?

b. The new system uses a prioritization process rather than collaboration process to fund new positions.

c. When changes are made at the VP level and up using input from department chairs and down, no reasoning is given.

General discussion regarding these concerns revealed the following comments and suggestions.

.d. Once again, want to have presence.

e. There are communication issues.

f. Voice concerns to Ken Meier?

g. Accreditation will look at communication/collaboration efforts.

h. Perhaps Executive Team can discuss and come back with some ideas to present to Ken Meier.

i. Is the structure better? Are chairs being asked for input?

j. More team building, collaboration, camaraderie when there were two deans vs. the current structure.

k. Prepare a survey for the Chairs? Will have very concrete data to take back to Ken Meier.

l. Identify problems administration thought they were solving by creating this structure.

m. Deans and Directors are in meetings all day long – never available.

n. Prepare survey for Deans and Directors too. (Anonymous)

H. President’s Report – David Payne – Dr. Payne was not in attendance at this meeting; however, Dr. Cripe shared some information regarding the topics Dr. Payne planned to cover.

1. Lack of Administrative Transparency

a. Enrollment is up 11%

b. 3 to 5% more in spring

c. 10 % more in fall

d. CSU’s are tightening requirements for fall

.e. No growth funding

f. Some restoration but not enough

g. Going to have issues

.h. Must be efficient

VI. Unfinished Business:

A. Votes to Confirm Andy Vranich – David Payne – Dr. Payne was not in attendance at this meeting. Dr. Cripe asked for a motion to confirm Andy Vranich to the Academic Senate for the Fall 2008 semester. Mr. Vranich will be replacing Angela Kraemer for the semester specified above. It was moved by Stacey Burks, seconded by LaRee Hartman, and carried unanimously to confirm Andy Vranich to the Academic Senate for the Fall 2008 semester.

B. Vote to Approve Program Discontinuance - David Payne – Since Dr. Payne was not in attendance at this meeting, Dr. Cripe advised that the Program Discontinuance Policy was sent out by Dr. Payne to all Academic Senate members. There were a few modifications this year. Ms.
Vogel met with the Curriculum Committee and Mr. Meier had some recommendations. Ms. Vogel advised that she has a copy of the Curriculum Committee meeting minutes if anyone wishes to read them. Minor changes and comments were pointed out by Ms. Vogel.

a. Second and third bulleted points included on page 3.


c. The wording on page 3, the third bullet point needs to be changed. This change was given to Ms. Vogel.

d. Lively discussion regarding the Definition of a Program – Title V language – Part of SLO discussions too.

e. Need to add a bullet: impact on other programs.

It was moved by Stacey Burks, seconded by LaRee Hartman, and carried unanimously with one abstention (Mary Andrews) to approve the Discontinuance Policy with minor changes noted above.

C. **Vote to Approve Charter & Bylaws – David Payne** – Since Dr. Payne was not in attendance at this meeting, Dr. Cripe supplied the below information for this agenda item.

a. The name has been changed from Governance Committee to Participatory Governance Committee.

b. The charter comes directly from Standard 4A.

c. The working group has been working on the bylaws.

d. This policy has been to Leadership and back a couple of times.

e. The makeup of the committee was shared. (This was previously discussed at a prior Academic Senate meeting.)

f. The duties of committee members were discussed. Balanced perspectives are important. Committee does not have any authority to make governance decisions. It is for evaluating governance procedures, an oversight group. (2 + 2 Committee) Phrase needed – communicate and provide opportunities for feedback to the governance committee from their constituent groups. (Make sure there is a proper loop.)

g. Stacey Burks advised that she wants it on the record that she feels it is important to have an associate faculty member on this committee. This item was discussed and various viewpoints were shared.

h. These meetings are open to anyone who wishes to attend.

i. It was noted that if public money is received, then all items up for discussion should have to comply with the Brown Act. (This is not in the charter.) Cannot have transparency without this. All attachments need to accompany the agenda when sent out electronically.

j. Suggestion - add a phrase: will be consistent with state regulations governing such committees. Dr. Cripe will have further discussion with Les Jauron on this.

k. This needs to be investigated.

l. Will vote on this at next meeting.

D. **Vote to Approve Academic Technology Subcommittee – David Payne** – Since Dr. Payne was not in attendance at this meeting, Dr. Cripe asked Tony Wren to reiterate the purpose of this subcommittee. Dr. Cripe shared the names of the members of this subcommittee. It was moved by Stacey Burks, seconded by Shaaron Vogel, and carried unanimously with one abstention (Mary Andrews) to approve the Academic Technology Subcommittee.

E. **Hiring/Diversity Administration Commitment – David Payne** – Dr. Payne was not in attendance at this meeting. Dr. Cripe advised that the VP and the President of the Academic Senate are invited to listen in on the upcoming prioritization process.

VII. **New Business:**

A. **Student Equity Document – David Payne** – Dr. Payne was not in attendance at this meeting. Dr. Cripe asked Mike Rasmussen to share information pertaining to the Student Equity Document. Mr. Rasmussen advised that he wrote this document and it must be submitted to the Chancellor’s Office every five years. Mr. Rasmussen is the Student Equity Coordinator. The Senate is the group in charge of submitting this plan. The last time this document was submitted was in 2004. The revisions to this plan are quite significant. In 2004 the document targeted individual student groups. Due to Proposition 209 and several court cases, it is watered down now to try and make the system more equitable for everyone.
Mr. Rasmussen said the document still looks at eight groups, and he identified these groups. There are five areas to look at to see how the system is working for these eight groups.
  a. Access
  b. Course Completion Rates
  c. ESL – Basic Skills transitions
  d. Certificate and Degree Completion
  e. Transfer

The bottom line of the report is to identify those groups, look at what we are doing to make them successful, and then build an action plan. Broken down into goals and activities and outcomes. Put lots of extra stuff in here. Included what we currently do. (Not required by Chancellor’s Office.) This plan is currently going to the Diversity Committee for review. It will go to the board in December. The task group and coordinator are in place now and the Diversity Committee is really on board. Please forward suggestions to Mr. Rasmussen. He can then take them to the Diversity Committee. Make sure feedback is specific and positive.

B. Educational Master Plan – Jo Anne Cripe – Dr. Cripe advised the members to read the Plan carefully and be ready to vote on it next time.

C. Enrollment above Caps – Kenneth Bearden – Mr. Bearden posed the following question: How many faculty members are over-enrolling their classes? Some departments are concerned with this situation because they are having problems getting students to enroll in their sections. How can this be curbed?
   a. Perhaps by directing students to other classes that are not capped out.
   b. When caps have been met and waitlists are full, then send emails out to students on the waitlist to suggest other GE classes for them to take that fulfills the same requirement.
   c. What about talking to faculty?
   d. What about generating a report through Portal?
   e. Required classes or impacted classes are often difficult to get into; thus, students must over-enroll in order to get in.

The following points were presented in rebuttal to this process being a problem.
   f. What about respecting a student’s decision to sign up for whatever classes they wish?
   g. It was shared that some chairs are looking to generate FTES in own area – not looking at student taking another class in another area.
   h. Some programs are concerned because they are unable to grow due to this.

Mr. Bearden advised that the idea is to show options to students.

D. Defining Institutional Outcomes – Kenneth Bearden – Tabled

E. Failure of Administration to Follow Hiring Process – David Payne – Tabled

VIII. Other: Board Policies on website. (Key policies – relate to Academic Senate and Governance.)
General discussion of ideas for the website was shared by members of the Academic Senate. Dr. Cripe advised that it is important to provide important, relevant information for faculty members on this webpage; conversely, it is equally important not to “overkill” it with too much information.

IX. Future Agenda Items: None noted.

X. Adjournment – The meeting was adjourned at 5:00 p.m.