Members in Attendance: David Payne, Jo Anne Cripe, Kenneth Bearden, Shirleigh Brannon, Bruce Enyeart, LaRee Hartman, Colleen Harvel, Angela Kraemer, Michael Panunto, Debbie Reynolds, Shaaron Vogel, Tip Wilmarth, Julie Withers, Tony Wren, Dave Stephens, and Natalie Shumaker.

Members not in Attendance: Miya Squires, Shannon Rooney, Stacey Burks and Boyd Trolinger.

I. Call to Order: The meeting was called to order at 3:05 p.m.
Note: Dr. Payne reminded everyone that the new website would be going live on Monday. He also advised that things will look different and some things appear to be missing from the new website. Please contact Dan Barnett or Jerry Garcia if something is missing. Mr. Barnett advised that the intent of the new website is for marketing purposes. The Portal, coming in approximately 6 months, will be meant to handle business. Finally, there is a proofing party from 9:00 a.m. – 12:00 p.m. in LB 216 on Thursday, 9/18/08. This is an opportunity for folks to play with the new website.

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

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

IV. Visitors’ Comments:
A. Carol Stanley-Hall distributed a handout entitled, “Butte College Staff Development – A Historical Overview.” The following points were presented.
   1. Staff Development’s Future – proposal was not accepted; alternate idea laid out.
   2. Really Big Deal – extensive discussion needed regarding new plan.
   3. Concern – dialogue regarding coordination of Staff Development taking place.
   4. This program is critical for life of campus and faculty.
   5. Best interest of faculty – classified management?
   7. Hold values – treat one another with respect.
   8. Did not feel respected as Steering Committee Member.
   9. Collegiality important.
B. David distributed a copy of the proposal and read first paragraph.
   1. Paragraph statement not true. Proposal was approved.
   2. Les Jauron proposed several scenarios over the summer.
   3. David Payne advised not acceptable.
   4. Now have proposal from Mr. Jauron.
   5. Executive Committee decided to bring this proposal to Academic Senate Committee.
   6. Dr. Payne asked permission to put together working group and figure out type of proposal we want to send back to Mr. Jauron. Carefully think how we want this program managed.
C. Put forth a very expensive proposal from Academic Senate – did not go forward in the budget – Per Jo Anne Cripe.
D. Looking at 09/10 budget for this proposal at this point.

V. Reports:
B. Legislative Report – Shaaron Vogel/Stacey Burks – nothing new to report per Shaaron Vogel. (Stacey Burks was not in attendance at this meeting.)
   1. Waiting for budget from Governor to report.
   2. Budget still looks good for community colleges.
   3. Held tuition at $20.
   4. Restoration $$ - taken off table early summer.
5. Property Tax – A little help there.
6. Ms. Vogel will forward information regarding restoration $$ to Ken Meier from Chancellor’s office.

C. **Classified Senate Report – Dave Stephens** – Introduced the new Classified Senate President – Terri Jo Buckman. She is doing a great job! In our meeting today we discussed the following.
   1. Accreditation Finalizations.
   2. Governance Committee Charter Bylaws.
   3. Received BCAS representative today.
   4. Carol Stanley-Hall came and talked about accreditation.
   5. Minutes will be available as well for full scoop.


E. **Staff Development Planning Report — Teresa Ward** – Hired an Administrative Secretary III for Staff Development and for the Senate. Highly qualified pool. Person hired works on campus. Interviewed (5). Position has been accepted and the new person will start November 1st.

F. **Diversity Committee – Ayse Taskiran** – Meeting coming up in October – October 14th and October 15th. (Julie Withers supplied this information as Ayse Taskiran was not in attendance at this meeting.)
   1. David Danielson taking lead looking into several proposals.
   2. Will create a subcommittee to hire people of color on campus.
   3. Committee still open for participation – will occur on Fridays, 3:00 – 4:00 p.m.

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

1. **Governance Working Group – Jo Anne Cripe**
   a. By the end of semester, hope the Governance Working Group becomes the Governance Committee.
   b. Draft charter and bylaws to Diana; most that went forward she was okay with.
   c. Hopeful to bring these things back to committee soon. Will be distributed electronic. Review Governance Document electronically.
   d. Governance Committee will consist of the President and Vice President of the Academic Senate, the President and one of the Vice Presidents of the Classified Senate, two students, the President of BCAS and a Vice President, two people from the management association and two administrators.
   e. Very representative group.
   f. Tone is good and great tool.

2. **Guido Report – Jo Anne Cripe**
   a. 1st & 2nd warnings for email abuse – Professional Relations Committee.
   b. Vice President will need help how one does this.
   c. Have a PR matter related to email currently.
   d. Temporary committee assembled as issues arise.
   e. If interested, see Jo Anne Cripe to meet regarding PR matter.
   f. New website going up on Monday. Senate web page – new secretary III and Dr. Cripe will be the content providers.
   g. Webmaster for Distance Learning – Dr. Cripe too – will have this role.
   h. Website issue – 12 colleagues use websites – created under Butte College for teaching purposes – faculty worked very hard on these web pages. Dan Barnett informed that these will go away with new website.
   i. Will be kept for awhile, until new portal – probably 6 months.
   j. Not content with answers as these are important tools for these instructors.

H. **President’s Report – David Payne**

1. **Board Report** – Board Meeting – things are going well – nothing major.
2. **Hiring and Diversity**
   a. Meeting and active.
   b. Subcommittee forming.
   c. Report from Claudia Trujillo – Chronicle for Higher Ed, CCC registry, Craig’s List (good results with Craig’s List).
d. Specialty publications – less than successful.

e. Not giving up; however, being selective to get most out of investment.

f. Problematic – HR budget slashed – cut by 50%.

g. Significantly impact our recruiting.

h. Within 200 miles no reimbursement.

i. Over 200 miles will receive $250.

j. Will continue to look at this situation and try to find ways to deal with funding.

3. **Butte Community College Website** – Already Discussed.

4. **Lack of Transparency**
   
a. Met with President.

b. Exclusion from the top – report down.

c. Advocating last year and this, we need representation to hear, not necessarily to vote.
   Want to hear tenor of conversation.

d. President said appropriate to contact the Planning, Budget and Assessment Committee – it is on their next agenda to discuss.

e. (Reminder Thursday – Plaza – *Three Cups of Tea* – Will be there to read. 6:30 p.m. tomorrow night.)

VI. **Unfinished Business:**

A. **Senate Meeting Time – David Payne** – Open up for discussion to move meeting time to 3:15 – 5:00 p.m.
   It was moved by LaRee Hartman, seconded by Kenneth Bearden, and approved with one abstention from Dr. Cripe to change the meeting time from 3:00 – 4:45 p.m. to 3:15 p.m. to 5:00 p.m.

B. **Reduction of Technology Sub-Committee – David Payne**

  1. David Danielson read the purpose of the Tech Committee.
  2. 9 reps from various areas.
  3. Plus 1 for associate faculty.
  4. Plus 1 instructional admin.
  5. Not enough volunteers.
  6. TMI coordinator on committee too.
  7. Need TMI Coordinator, Instructional Administrator, and at least 5 folks from those noted above up to 9.
  8. Reps must be from different areas.
  9. Co-Chair with David Danielson or whoever is the Instructional Admin.
     a. Other members selected to go to Tech Council itself.
     b. Mr. Danielson distributed a handout entitled, “Proposed Structure of Academic Subcommittee of Butte College Technology Council.
     c. Link from Curriculum Committee and this committee. Good idea? Yes.
     d. David will come up with #11 to have a Curriculum Committee member be represented on the Tech Committee.
     e. Shaaron Vogel moved to approve with amendment. Dr. Cripe seconded the motion. All members were in favor of accepting David Danielson’s recommendation.
     f. Tony Wren and Suzanne Wakim – same area.
     g. Dorene Thompson & Andy Radler – same area.
     h. Leave to senate to determine which two to select.
     i. David Danielson will go out to recruit. Academic Senate will have to approve recommendations.
     j. Recruit first and then vote on members. 
     k. Table voting right now.
     l. If problems, David Danielson will communicate with executive committee.

C. **Votes to Confirm:**

  1. Francis Gibbons to FAAC
  2. Shannon Rooney to Senate
  3. Doreen Thompson to Curriculum

   It was noted that the Academic Senate voted last meeting time; thus, no need to revote.
D. **Emeritus Committee New Package – David Payne – New Package.**
   1. Every year nominations.
   2. Make a nice to do.
   3. Present plaque and send them on their way.
   4. Must ask to keep email.
   5. Must ask for office from particular dean.
   6. Want to buy software – must ask for appropriate permission.
   7. Put together a subcommittee to develop a “package” so individual does not have to gather such info on their own.
   8. Provide necessary forms in packet.
   9. Emeritus Committee oversee Emeritus process – develop?
   10. It was suggested to look at package from CSU or somewhere else.

E. **Writing Assessment – Kenneth Bearden – Distributed 2008-2009 Writing Assessment Plan.**
   1. Conducted Forums – Have forums be large – not a lot of participation with forums.
   2. Wants to do a writing assessment – revamped the plan.
   3. This fall put out announcement to all faculty advising we will be doing a writing assessment.
   4. Collecting copies of what instructors are already doing.
   5. Faculty across campus getting together – 6 to 8.
   6. Molly Emmons will work with group to set up.
   7. Divide samples out and do assessment – get representative samples.
   8. Probably find students’ writing skills are sporadic.
   9. Hope to gain: 1st information to confirm problems with students, 2nd get faculty in small groups talking about student writing.
   10. Generate dialogue across campus.
   11. Looking for go ahead.
   12. Discussion of Assessment Plan handout.
      a. Gather Data – How the students currently stand in their writing skills; baseline information.
      b. Writing rubric might be helpful to all departments and instructors.
      c. Molly Emmons has a number of rubrics available.
      d. Mr. Bearden is looking for blessing – take handout – read, and discuss next meeting.

F. **Program Discontinuance - David Payne** – Program Discontinuance Document – still needs to be looked at, will try and get out electronically in the next week to 10 days.

G. **Hiring /Diversity Administration Commitment – David Payne** – referenced earlier. Will keep on unfinished business.
   1. Verbally can commit as much as we want to, at some point must make a decision.
   2. Honor commitment to diversity – requires a commitment, regardless of budget.
   3. Must find way to finance in order to have good people to choose from;
   4. Otherwise, it will be status quo.
   5. Keep on list and at the forefront.
   6. Will bring up to the Board to ensure it is on their minds and attention.

**VII. New Business:**

A. **New Transfer Patterns – Ray Rodriguez** – asked to be on Agenda.
   Tabled – Mr. Rodriguez is not here today.

B. **Programs/Class Discontinuance Behavior – David Payne** – As part of discontinuance and policy, need to notify people, programs, department, and dean affected.
   1. Notify in writing those above.
   2. Requirement for improvement plan be included.
   3. This semester canceled a couple of classes that had good enrollments.
   4. Program Improvement Plan in Place? No answer from the dean.
   5. Asked Vice President too – no answer.
6. If being consistent, with the exception of classes with low enrollment, faculty members should be notified ahead of time to be given opportunity to try and fix situation.
7. Policies and Procedures – Need to look at things and develop consistent patterns. If not doing this, need to begin.
8. Good common sense needed in case of legal concerns.
9. Dr. Cripe shared concern that Academic Senate is trying to intervene at Department Level.
10. Per Dr. Payne, it is important to send the message to administration that if things are not correct, the instructor needs the opportunity to correct the problem.
11. If Department Level Decisions, Academic Senate needs to use caution.
12. If Program Discontinuance, college level decision.
13. If faculty issue – already built in – negotiated process.
14. Hate to try and formulize process for department level.
15. An improvement plan comes from the chair, dean, or VP.
16. Class versus program makes a difference.
17. What do we do when a situation does not fall within either? Department should make these decisions. Academic Senate would support the department’s decision.
18. Classes canceled due to safety issues – why couldn’t this have been corrected with good enrollment numbers? Would be nice if this happens that there is a chance for remedy.
19. 1st step for Academic Senate – Was it a department decision? If this is what the department wants, then Academic Senate needs to back off.
20. Academic Senate’s role is to ensure processes; be the voice.
21. If out of department’s control, then Academic Senate will assist.
22. Sometimes it is not easy to correct safety issues or hazards in a short amount of time – health and safety takes precedence.
23. Policy should be written by the program not the Academic Senate.
24. Ken Meier advised that health and safety issues are taken seriously. Administration acts immediately.
   a. All unsafe conditions have been resolved in the Arts area.
   b. Safety issues have been addressed.
   c. Speak with full-time faculty in the Arts to find out from them why this action was taken.
   d. This decision did not come from the Vice President.
   e. This should be discussed with colleagues.
25. Chairs/Coordinators Retreat – Should Academic Senate speak at this retreat? If so, use to remind chairs/coordinators role of Academic Senate.

VIII. Other:
B. Library Committee – needs people.
   1. Some hope with Title III $$ for library.
   2. Must have committee support.
   3. Gerri Kuykendall is looking for a committee to participate on – David Payne will contact her.
   4. Make an effort to contact folks in your area – need seven on this committee.
   5. 1st year, non-tenured faculty – perhaps they would be a good choice for this committee as it does not meet very often.
C. Ken Meier advised that we competed for and received the Title III Grant.
   1. Funded 100% of what we asked for – $1.9 million.
   2. Picked right consultants.
   3. Dr. Payne has a hard copy.
   4. Baba Adam has an electronic copy.
   5. Implementation Time Table – have work to do.
   6. Collaborative Effort.
   7. Frontloaded Academic Senate.
   8. Oversight Committee (Title III) needed.
      a. Miya Squires – Title III Coordinator – Reviewing this currently.
b. Basic Skills and Learning Communities – Well integrated.
c. Title III Coordinator
d. Vice President of Instruction.
e. Academic Senate.
f. Critical Secretary of Academic Senate on this committee.
g. Library & Matriculation Committee representation too.
h. (2) Representatives from Academic Senate to lead effort.

9. Grant opens on October 1st.

D. Last time reconfirmed Frances Gibbons to the Financial Aid Appeals Committee. Proposing to approve Debbie Reynolds to the Financial Aid Appeals Committee. Would like a motion to suspend the two-meeting approval process. Shaaron Vogel motioned to suspend two-meeting approval process and confirm Debbie Reynolds to the Financial Aid Appeals Committee, LaRee Hartman seconded the motion, and all members of the committee approved.

E. Shaaron Vogel shared the following.
   1. Hayward Award due November 3rd. Support someone this year.
   2. Diversity Award – December 5th – One person in state will get $5,000.
   3. Scholarship for Students – one for AA & one for Transfer (area A & B) due February – work with Associated Students to look for students.
   5. Grade Distribution – Hot Topic
   6. Sabbaticals
   7. Two-year process to change discipline list. Voting in the fall for the following.
      a. Poly Sci
      b. Speech Language.
   8. Shaaron Vogel will email this info to members.

IX. Future Agenda Items: Please send any agenda items to David Payne electronically.

X. Adjournment – The meeting was adjourned at 4:45 p.m.