Academic Senate Retreat Minutes
August 21, 2008
AHPS 131
10:00 a.m. – 12:00 P.M.

Members in Attendance: David Payne, Jo Anne Cripe, Kenneth Bearden, Miya Squires, Shirleigh Brannon, Bruce Enyeart, LaRee Hartman, Angela Kraemer, Michael Panunto, Debbie Reynolds, Boyd Trolinger, Shaaron Vogel, Tip Wilmarth, and Tony Wren.

Members not Present: Cheryl Battles, Stacey Burks, Colleen Harvel, and Dave Stephens. An Associated Student Representative has not been selected yet to serve on the Academic Senate.

I. **Call to Order:** David Payne called the meeting to order at 10:05 a.m. He advised the attendees to pick up a copy of the agenda and sign in on the flex sheets.

II. **Approval of Agenda:** Did not approve agenda.

III. **Emeritus Awards:** Jo Anna Birdsaill presented Dr. Merlyn Newlin with a Faculty Emeritus Status Award. Dr. Newlin accepted the award, acknowledged Butte and shared she is enjoying retirement. Mark McKinnon presented Jim Schmidt with a Faculty Emeritus Award. Mr. Schmidt accepted the award, acknowledged Butte, and shared he is enjoying retirement too.

IV. **Book of the Year:** Dr. Payne noted that the 2008-2009 year will bring with it challenges and opportunities. He introduced Suzanne Gripenstraw to present the Book of the Year. Ms. Gripenstraw stated that the terminology has changed from “Book of the Year” to “Book in Common.” This year’s book is *Three Cups of Tea.* It is an extraordinary piece of nonfiction. Dan Barnett will be doing a review of it. She thanked the Academic Senate for bringing this back this year. Ms. Gripenstraw shared the following information regarding *Three Cups of Tea:*

   a. Adopted by CSU
   b. Enloe using it
   c. Community read
   d. Chico schools using it
   e. Oroville Library & schools
   f. Giant effort with this book
   g. Challenge – Get this book into student’s lives. Think of ways to integrate it into classroom or use as required reading.
   h. [www.butte.edu/bic/](http://www.butte.edu/bic/) - Website for book. Ms. Gripenstraw read the purpose of the Book in Common at Butte College. Link to calendar of events on the webpage. She shared the calendar.
   i. Form a group to acquire 3 to 10 flex hours; forms available online or in staff development.
   j. Plaza Read-In will probably be in September as opposed to October.
   k. Bookstore 25% off – (5) copies on reserve for students in the library and a copy at Chico Center.
   l. Senate has purchased a bundle of books and will try to get into the hands of students and faculty. If you really need it now, please see Suzanne Gripenstraw.
   m. Butte County Library has book on CD.
n. Link will be on the site about how the book can be used in class.

V. **Committee Assignments**: David Payne advised that a list of Committee Assignments will be available soon. Please contact him if you sit on a committee and need members. Dr. Payne advised of the following known needs.
   a. Financial Aid Appeals Committee – Linda Cobler at ext. 7583 – need faculty member.
   b. Library Committee – Luozhu Cen – new committee putting together – need representation from across campus. She needs seven members; speak directly to Dr. Cen.
   c. TMI – David Danielson – new committee in the spring. Charge is how technology will be used on campus.

VI. **Staff Development**: Teresa Ward announced that it is easy to sign up for Staff Development Committees. Just sign up and Staff Development will find a place for you. No elections necessary. Ms. Ward thanked everyone for coming to yesterday’s activities. She passed out and discussed various handouts and schedule of activities.
   a. Faculty Fridays (started couple of years ago) especially for associated faculty but is for everyone.
   b. Get to Know Butte College Students – Mark Hall
   c. Introduction to on Course – Calendar of Activities for Fall 2008 – Helps students get engaged in learning.
   d. Classroom Assessment – Jan McKissick
   e. Partnership Flyers – On Course, around Curriculum Development, Book in Common, almost anything that would be helpful to you and to your students in your program. More forms available from Staff Development. All forms will be available online with new website.
   f. Individual Activity Contract – (72 hours for full-time faculty.) Acquire through flex workshops. (85 workshops presented this year.) Lots of opportunities to earn flex credit. Can come up with project on your own – any kind of professional development – complete Individual Activity Contract, have chair approve, and send to Staff Development.
   g. Flex reports this year – did not send out. For (3) years no administrative support in Staff Development. Cathy White did an outstanding job trying to keep Staff Development together. The 07/08 flex reports are almost up to date. Currently in the hiring process for Administrative Secretary for Academic Senate & Staff Development.
   h. Ms. Ward reminded faculty to sign up for the Ask Me Program. Staff Development has beautiful shirts or buttons for faculty and staff to wear so students recognize people around campus to help them. Please contact Teresa Ward or Lori Wangberg to help.
      i. David Payne reiterated the need for people to help with the Ask Me Program. Please have patience about student arrivals in your classes due to construction. Please pass on to other faculty members.
      ii. Shirleighb Brannon suggested “You Are Here and FAQ’s posters” be hung on doors to assist students – perhaps talking to Facilities about giant posters with this information might be a good idea.
      iii. Gary Lechner – new full-time Biology Instructor – came back from Great Teachers and was thankful to have had the opportunity to network with folks from across campus. In a meeting yesterday, he suggested that departments
pair up outside of school with other departments in order to create networking amongst entire staff. Per Teresa Ward, this is a great partnership opportunity.

VII. Governance: Jo Anne Cripe shared the Senate goals with respect to Governance. Accreditation is forcing us to come up with formalized Governance Procedures. A committee has been put together for this purpose.

a. Approve Governance Committee Bylaws and Governance Manual this semester.


i. Per Dr Payne, when this document comes out to you, look at it, get input back to us so document can move along. This is a great opportunity to have input for the next six years. Please give immediate input. Accreditation is an important document. As soon as possible, will email document electronically as opposed to printing them out to support the efforts of sustainability.

d. Dr. Cripe advised that a list of the Butte College Academic Senate Goals is in the back of the room. She advised that they are a “work in progress.” Goals are as follows.

i. Educational Master Plan

ii. Program Review

iii. Program Discontinuance – No process – Very firm process – need student, community, and faculty involvement. This needs to be an inclusive process. Allows time for programs to improve, fair & safe way to have program be discontinued.

iv. Sustainability Efforts

v. Examine Short-Term Courses – Statement on unit limitations & process by which courses could be offered in less than 5 weeks. Process not followed as strictly as should have. Lot of data during Winter Intercession regarding students taking 6 units. Prompted discussion about the quality of instruction for Winter Intercession and short-term courses.

vi. Direction of Staff Development – Been out of sync with respect to rotation.

vii. Cabinet Discussions – Presence of President & VP – Academic Senate not invited to these discussions – wants to hear how the tenor of the discussions goes. Transparency is lost at this point. Will bring up with administration. At other institutions this happens.

viii. Address new English & Math Requirements – Fall 2009 – Math 124 & Transfer English to graduate – Cannot earn degree without these two classes, beginning with 2009 catalog.

ix. Work with instructional technology regarding difficulty with system. Needs to be accessible and work well.

x. Jo Anne Cripe advised that the rest of goals are self explanatory.

1. Tony Wren brought up information regarding prerequisite – either have them or you do not. Trying to get prereqs turned on in Datatel. Some programs already do this. Some departments may want to look at prereqs because it will affect enrollment too. Need to be prudent.

2. Assessment needs more staffing to assist with prereq evaluation.

3. Chancellors’ Office warned college about dropping students who are already enrolled in class with prereq because they may have a legal right
to be in the class. It is really important to find a way to make system handle this. To determine if prereq is necessary for classes, please see Kenneth Bearden who can help acquire data to assist with decision making.

4. Dr. Payne advised that the Academic Senate Executive Committee and VP Meier and VP Jauron worked on the Educational Master Plan recently. It is user friendly and will make sense. As soon as a decent version is available, it will be pushed out for review. Help with Unit Plan and Program Review. Account for bullets that make sense to you, not every bullet, not every Unit Plan. Hopefully, it will be out at the end of September or early October. Speak up! Strategic Initiatives broad-based approach. Master Plan was not shared governance due to being under the gun at this point. Please read the governance manual. We need to change environment. There is nothing new in the Master Plan. It is pretty much piece meal of everything that is in place already.
   a. Mike Station was introduced. Mr. Station thanked the faculty for their participation and involvement in getting attendance reporting online = Rosters now online = Census Reporting online = Grade Reporting online. A & R says “thank you” and are very optimistic. A & R will run waitlist one more time on Friday. Run rosters on the weekend for the most accurate ones. Faculty consent flag set Friday afternoon. Worst time to run rosters will be 7:50 a.m. on Monday morning.
   b. Carol Stanley-Hall – Discussion of Hiring Practices
      i. Admin through Accreditation – Interest in revisiting the hiring procedures.
      ii. Per David Payne, Ken Meier said this is a top priority.

VIII. Basic Skills: Miya Squires provided the attendees with the Basic Skills website: http://www.cccbsi.org/
   a. Butte is in Best Practices already.
   b. Giving everyone money.
   c. Intensive self assessment.
   d. Summer regional trainings – see other exciting things other campuses are doing.
   e. Training part-time faculty.
   g. Over 70% of students testing into Basic Skills – Not enough classes – So these students are in all classes.
   h. On Course – tying into action plan.
   i. Received a big binder – research, outcomes – all written by faculty across state.
   j. Please see Miya Squires about signing up for BSI.

IX. SLO’s: Kenneth Bearden shared the following information about SLO’s.
   a. Accreditation Year
   b. Standard IIA Team – GE Philosophy Statement at Butte College – Have statement now and it is in the catalog. It came out of existing documentation. Also see actual requirements. Each begins with outcomes. Published for all to see and WASC will see it published. This is the year of assessment. SLO’s developed last year. Departments need
to get assessments related to SLO's into appropriate report form. People need to see what we are actually doing. Major component of Unit Plan and Program Review Process. Important to have consistent templates. Mr. Bearden has been working on creating these templates. He will help departments with this process. CurricUNet will streamline this process in the future with respect to program outcomes as it currently does with course outcomes. Lyman Hagen can also come and discuss too. With respect to Course Outlines – remove goals & focus on objectives. These need to be part of every syllabus.

X. Accreditation: Carol Stanley-Hall provided the below information with respect to Accreditation.
   a. Co-Chairs introduced themselves and the appropriate standard.
   b. 1 ½ Years Working on This Process.
   c. Steering Committee – Admin, Faculty, Students, and Classified.
   d. 90% done!
   e. PBA website still available – Reading & Learning 101 – 12:00 – 2:00 – Center for Excellence – Chance for overview & feedback.
   f. Standards are meant to self assess; must validate with evidence – meant to provide quality education for our students.
   g. More validation with evidence the better.
   h. Self Study – Part 1
   i. No more changes after 9/19
   j. Goes to the Board in October
   k. In November Revisit
   l. There will be Peers (12) folks visiting Butte in March – Guests on Campus – Validate Self Study – Is what we said truthful – Validate info. Will give us official report in April, May or June.
   n. Ms. Stanley-Hall thanked everyone for all work done.
   o. The Accreditation Process will be institutionalized and will be a work in progress all the time.
      i. David Payne reminded the faculty to practice – Vigilance – AB1725 is problematic – Administration says.
      ii. Statement Read
      iii. Discussion of Hiring Faculty

XI. Adjournment: Meeting Adjourned at 11:55 a.m.