Academic Senate

AGENDA

Wednesday, December 11, 2013
4:10-5:30 p.m. – Room 1

1. Call to Order

2. Public Comment
   A. Regarding items not on the Agenda
      i. Nominees for senate leadership
   B. Regarding items on the Agenda

3. Action
   A. Minutes
   B. Curriculum
   C. Approve Juan Arzola for IPEC
   D. New GE Policy
   E. New Program Review
   F. Committee A recommendation for District Governance Senate representation
   G. LARTS resolution on online tutoring
   H. DECOS recommendation for Outcomes and Assessments
   I. DECOS recommendation for Banner programming regarding online classes
   J. New Art Family
   K. New Units Determination Policy

4. Discussion
   A. Student Equity Plan in our COS processes
   B. Limitation on student enrollment for summer school
   C. FEC policy allowing adjunct as voting members
   D. Institutional Set Standards
   E. Outcomes/Assessment/SAO configuration
   F. Input for technology plan
   G. CurricUNET outcomes removal

5. Old Business

6. New Business

7. Adjournment
Summary

Wednesday, December 11, 2013
4:10-5:30 pm, Room 1

1. Call to Order
The meeting was called to order by Thea Trimble at approximately 4:10 p.m.

2. Public Comment
   A. Regarding items not on the Agenda
      1. Thea Trimble announced that Jeff Basham is vacating the office of Vice President and the senate approved Greg Turner as Interim VP by acclamation.
      2. We are still in need of a faculty representative for IPEC. Please contact Thea Trimble if interested.
      3. Stan Carrizosa discussed the faculty ranking process. The final recommendations, the top 8, were approved from the rankings with the exception of an Animal Science position. There will be a position in Agriculture, but they’re exploring a different position from purely Animal Science. On the non-instructional side, one counselor was approved. Industrial Maintenance in Hanford was funded as a categorical position. For Fall 2014, the FON will be unfrozen so we need to make sure we’re in compliance. He also updated us on Accreditation. He thanked Academic Senate for their participation and work with the Accreditation process. On January 9th, a group will be at the meeting to make comments about the Show Cause Report. We’ll get our official letter in February.

   B. Regarding items on the Agenda:
      1. Jennifer La Serna discussed the resolution for online tutoring to be discussed at this meeting. She apologized for any misinformation that may have been behind the presentation of his resolution. She explained that one of the standards for accreditation focused on the need for online services among others. We have 250 solely online students who need to be served in addition to all three campuses. Jennifer La Serna consulted with Sandy Williams, Deborah Nolan, and Mary Katherine in an effort to show the visiting team that COS was working on it. She asked Mary Katherine to form a workgroup with Deborah Nolan, Jared Birch, Stacy Brand to research this. She received a report/proposal from the workgroup. The services are about $8,000 per year. No decision has been made. Jennifer La Serna explained that District Objective 1 mandates equity between tutorial centers on all three campuses. Right now they are not funded equally and she is also focused on that.

3. Action Items
   A. Minutes: M/Greg Turner. 2nd/Steve Howland
   B. Curriculum (including Art Family): M/ Gina Haycock. 2nd/ Marla Prochnow MSA
   C. Approval of Juan Arzola for IPEC: M/Steve Howland 2nd/Matt Bourez MSA
D. GE Policy regarding requirements for a course to be considered for COS GE: M/ Marla Prochnow  
2nd/Gina Haycock  MSA

E. New Program Review process: M/Steve Howland. 2nd/David Hurst. MSA

F. Committee A recommendation for District Governance Senate representation: Marla Prochnow reported on the discussion about how full-time faculty are chosen for DGC. The recommendation is:

To accommodate the process of choosing four full time faculty to the COS District Governance Senate as stated in the new Governance and Decision-Making Manual, Committee A recommends the following process:

**One member to be chosen by the Academic Senate governing body**

**One member to be chosen by COSTA**

**Two full-time faculty members to be voted on at large, in conjunction with other campus wide elections in February every two years. Interested faculty members would present a statement of interest and pledge to represent all faculty rather than specific divisions/departments. The top two candidates with the most votes take the two seats for two years.**

M/Steve Howland 2nd/Gina Haycock. Stephen Tootle moved to table this and discuss revisions in the spring. Dave Hurst/2nd

G. LARTS resolution on online tutoring. Greg Turner moved that Academic Senate vote to support the LARTS resolution to consider as an alternative to contracting for online tutoring services from an outside company, that the district invest in existing services on campus to develop online tutoring. Steve/2nd. David Robinson, Chair of Language Arts, gave a brief explanation of what transpired before Thanksgiving.

He explained that the Writing Center was responding to what seemed like a complete decision. The English Department is very concerned with the quality of writing tutoring and has worked hard in conjunction with the Writing Center to provide what instructors in that discipline deem exceptional tutoring. The Department in conjunction with the Writing Center has continually tried to secure permanent funding and it hasn’t been granted. Without permanent funding, the Writing Center can only focus on providing tutoring in person at the three campuses. With permanent funding, the Writing Center can explore how to provide online tutoring in writing. Rather than paying an outside service, it would make more sense to permanently fund the Writing Center and have them design the online portion. It makes more sense to invest in our own campus tutorial services first rather than spend that money on an outside contractor.

Discussion ensued. The question of the breadth of the resolution was posed. While the Academic Senate supports fully funding the Writing Center on a permanent basis, this resolution only addresses the COS Writing Center and not other disciplines and might be confusing the issues and those issues need to be considered separately. 6 approve, 8 opposed. Motion fails.

H. DECOS recommendation for Outcomes and Assessments: The ACCJC advises that we do not have to have separate systems for DE as long as we have evidence that we are including DE in our normal processes. If we develop a mechanism within our normal outcomes assessment cycles that provides evidence that DE is included in the processes, we may be able to consider ourselves in compliance with the requirement that we engage in deliberate systematic evaluation, analysis, communication, and improvement of distance education. We recommend that a mechanism be developed in TracDat to provide evidence that DE courses have been included in outcomes assessment when DE delivery exists for the course. We ask that the Senate consider our recommendation and refer it to the TracDat implementation group.

M/Steve Howland 2nd/Gina Haycock. MSA
I. DECOS recommendation for Banner programming regarding online classes: *DECOS recommends that the District make a Banner modification so that if a student attempts to register for an online or hybrid class, they are interrupted during the process with a text box that forces them to confirm they are aware that they are registering for an online/hybrid course and that they are aware of the basic requirements for an online class.* M/Marla Prochnow 2nd/Steve Howland. MSA

J. New Units Determination Policy: M/Marla Prochnow. 2nd/Gina Haycock. MSA

4. Discussion
   A. Limitation on student enrollment for summer school. Thea Trimble explained that right now COS allows students to take multiple classes in summer school, but this doesn’t take into account the amount of time in class and outside of class required to meet the standards of the course. If a student takes two courses during summer school, the time rubric exceeds the number of hours in a day that students could reasonably complete the work. It was suggested that a formal resolution be written to initiate a policy change, limiting students to one course during summer school. This will be assigned to a senate committee for research.
   B. FEC policy allowing adjunct as voting members. Thea Trimble explained that adjunct are allowed to be voting members by their contract but are not listed in our District Governance Manual. Until the manual is revised, Academic Senate will need to vote on this at the next meeting.
   C. Outcomes/Assessment/SAO configuration: Thea Trimble presented the question of faculty OA and SAO committees being folded together as one committee. After a meeting of all contingencies, it was decided that having separate committees would be more efficient. Management Council will take over SAOs.
   D. CurricUNET outcomes removal: Joni Jordan explained that over winter break all the outcomes processes will be moved into Tracdat.

5. Reports from Standing Committees
6. New Business
7. Old Business
8. Adjournment

Submitted by Sondra Bergen