District Governance Senate Agenda  
3:10 – 5:00 p.m.  
August 26, 2014  
Sequoia, Room 1

I. Call to Order

II. Organizational Meeting  
   a. Identification of Members  
   b. Election of Officers  
   c. Schedule Meetings for 2014-15 Academic Year  
   d. Establish Committee Reports

III. Public Comment  
   a. Regarding Items NOT on the Agenda  
   b. Regarding Items ON the Agenda

IV. Approval of Minutes (5/13/14)

V. Standing Reports  
   a. Budget  
   b. Technology  
   c. Institutional Planning and Effectiveness  
   d. Institutional Program Review  
   e. Academic Senate  
   f. Student Senate  
   g. Implementation Task Force

VI. Information Items  
   1. Accreditation Update – La Serna  
   2. Organizational Meeting Agenda Guide – Calvin  
   3. Revised COS 2.0 Manuals – Calvin  
   4. AP/BP 30 Day Review – Calvin  
      a. AP 3261 – Requests for Personnel, Budget Augmentations, Facilities, and/or Equipment  
      b. AP 3262 – Submitting and Ranking Tenure Track Faculty Vacancies by Instructional Council  
      c. AP 4010 – Academic Calendar  
      d. AP 5055 – Enrollment Priorities

VII. Action Items  
   5. 2nd Read: BP 3570 - Smoking and Use of Tobacco on District Property – Calvin  
   6. Appoint Task Force to Review District Mission – Calvin  
   7. 1st Read: COS Warning Report 2014 – La Serna

Members

   Administration (4): Eric Mittlestead, John Bratsch, Jonna Schengel, Brent Calvin (co-chair)  
   Faculty (4): David Hurst, Stephen Tootle, Lisa Greer, Meng Vang  
   Adjunct Faculty (2): Don Nikkel, Pat Twiford  
   Classified (4): Donna Robinson, Joanne Barkhurst, Shelli Giles, Steve LaMar (co-chair)  
   Students (2):  
   District Governance Senate  
   Co-Chair Representatives (4): Christine Statton, Tim Hollabaugh, Jennifer Vega La Serna, Cindy DeLain  
   Superintendent/President, Ex Officio (1): Stan Carrizosa
Members Present
Administration: John Bratsch, Brent Calvin (co-chair)
Classified: Joanne Barkhurst, Donna Robinson, Shelli Giles, Steve LaMar (co-chair)
Faculty: Stephen Tootle, Ed Sense, David Hurst, Lisa Greer
Adjunct Faculty: Don Nikkel, Susie Aceron
District Governance Senate Co-Chair Representatives: Christine Statton (Budget), Tim Hollabaugh (Technology), Jennifer La Serna (Institutional Planning and Effectiveness), Cindy DeLain (Institutional Program Review)
Students Senate: Maria Garcia, Susan Singkeovilay
Superintendent/President: Stan Carrizosa (ex-officio)
Members Absent: Eric Mittlestead, Jonna Schengel

I. Call to Order: Calvin called the meeting to order at 3:10 p.m.

II. Organizational Meeting:
1. Identification of Members – Self-introductions were made.
2. Election of Officers – Nikkel moved to approve Steve LaMar as co-chair; Robinson seconded. Motion carried by unanimous vote.
3. Schedule of Meetings for 2014-15 Academic Year – Calvin presented the meeting dates for the year; no changes were made. LaMar reminded the group that dates need to be determined for the Hanford and Tulare meetings.
4. Establish Committee Reports – The standing reports procedure will continue for the 14-15 year.

III. Public Comment:
1. Items not on the agenda: Tootle reported that he may not return to District Governance Senate as the Academic Senate representative, pending a decision by the Academic Senate president.
2. Items on the agenda: none

IV. Approval of Minutes: Hollabaugh moved to approve the minutes from 5/13/14; Robinson seconded. Motion carried by unanimous vote.

V. Standing Reports: See attached Standing Reports.
   a. Budget Committee: No report.
   b. Technology Committee: Hollabaugh reported that the committee is looking for a faculty member and student member. The meetings dates and initiatives are set for the 14-15 year.
   c. Institutional Planning and Effectiveness Committee: La Serna reported that the year-end summary is complete and will be submitted. The committee continues to work on the Master Plan.
   d. Institutional Program Review Committee: See attached Standing Report. Tootle commented that the new Program Review process is quick and easy to follow.
   e. Academic Senate: See attached Standing Report.
   f. Student Senate: New members Maria Garcia and Susan Singkeovilay reported on the “Meet and Greet” event that took place on the Visalia and Hanford campuses. Calvin presented the revised 2.0 planning manuals to Student Senate on 8/26/14.
   g. Implementation Task Force: La Serna reported that the task force will continue to meet through December 2014.

VI. Information Items:
1. Accreditation Update – La Serna reported that the Follow-Up (Warning) Report will be presented to the Board of Trustees on 9/8/14 for a first read and on 10/13/14 for a second read. The report is due to the ACCJC on 10/15/14. The Visiting Team will be onsite in either the first or second week of November 2014.
2. Organizational Meeting Agenda Guide – Calvin reviewed each item from the agenda guide:
a. Item #4: The bylaws are current and useful. There was discussion about clarifying the term of service (as appointed). Discussion continued with clarification of “four full time faculty appointed by full time faculty”.

b. Item #5: Calvin reviewed the 8 District Objectives which essentially remained the same as 2013-14. Some objectives were broadened or the scope was lengthened. Lengthy discussion followed regarding early alerts and District Objective #2. Calvin explained that Student Services deans and Senior Management are working on making the process better and more efficient. All students with an early alert will receive a follow-up phone call from Student Services staff. Discussion also followed about whether faculty should drop no-show students or not, and its effect on the college’s student success rates which are published each year by the Chancellor’s Office Student Success Scorecard. There was also talk about no-show students still receiving financial aid funds because they are enrolled, and the college having to pay those funds back because the student did not attend class. Tootle recommended that faculty be given the ability to drop no-show students in Banner to expedite the process. He also recommended email reminders, tech support, and guidance on the policy.

c. Item #7: Calvin shared the evaluation report and initiatives for District Governance Senate.

d. Item #10: Calvin reviewed the 18 Action Plans from the Show Cause Report.

Hurst asked if District Governance Senate could bring forth more topics/issues for discussion and/or action since currently most agenda items are procedural in nature. Discussion followed. A possible new standing agenda item “New Business” may allow members to bring up important topics/issues.

3. **Revised COS 2.0 Manuals** – Calvin presented the revised planning manuals with tracked changes. A few changes were made to better align dates and procedures. Calvin asked for any comments or feedback be sent to him in the next week. Hollabaugh requested that page numbers be inserted in the table of contents. Robinson asked for a header or footer with the title of the document be inserted. Robinson also pointed out that consistency is needed with the wordings of “Annual Program Review” and “Institutional Program Review Committee”.

4. **AP/BP 30 Day Review** – Calvin presented the following administrative procedures which are currently in step 3 of the AP 2410 flow chart.
   a. AP 3261 – Requests for Personnel, Budget Augmentations, Facilities, and/or Equipment
   b. AP 3262 – Submitting and Ranking Tenure Track Faculty Vacancies by Instructional Council
   c. AP 4010 – Academic Calendar
   d. AP 5055 – Enrollment Priorities

VII. **Action Items**

5. 2nd Read: BP 3570 – Smoking and Use of Tobacco on District Property – Calvin presented the BP for approval. Nikkel proposed that the term “inhalement” be used in place of “smoking” and “vaporizing”, and that the term “psychoactive substances” be used in place of “nicotine” and “tobacco”. There was discussion about smoking in cars in the parking lot. Hollabaugh moved to table the 2nd Read of BP 3570 until changes can be made and brought back to District Governance Senate for another read; Garcia seconded. Motion carried by unanimous vote.

6. **Appoint Task Force to Review District Mission** – Calvin referred to the Integrated Planning Manual which directs the District Governance Senate to convene a task force to review the district mission statement. Tootle, DeLain, Hurst, and LaMar volunteered to serve. Hollabaugh moved to approve Tootle, DeLain, Hurst, and LaMar as members of the task force to review the district mission; Robinson seconded. Motion carried by unanimous vote.

7. 1st Read: COS Follow-Up (Warning) Report 2014 – La Serna explained that the report is structured so that the “standards” are addressed first, followed by the “recommendations”. She explained that the report has not been sent to the editor yet so there are grammatical and punctuation errors in the document. She also explained that there is redundancy of content but that is required by the ACCJC. Feedback on errors of fact or omissions should be sent to La Serna. Tootle moved to approved the first read of the COS Follow-Up Report 2014; Hollabaugh seconded. Motion carried by unanimous vote.

**Adjourned:** 4:50 p.m.