AGENDA

Wednesday, August 27, 2014
4:10-5:30 p.m. – Room 1

1. Call to Order
2. Public Comment
   A. Regarding items not on the Agenda
   B. Regarding items on the Agenda
3. Action
   A. Minutes
   B. Curriculum
   C. Approval of faculty members to committees
      i. FEC: Josh Muller and Janell Spencer
      ii. DECOS: Don Rose
      iii. Equivalency: Craig Arnold
      iv. O&A: Amy Dwelle
   D. Recommendations for Governance Manual
   F. Recommendations for Resource Allocation Manual
   G. Evaluation of Academic Senate and Committees
4. Discussion
   A. Call for faculty volunteers for governance committees
   B. Faculty Committee Handbook
   C. Warning Report
   D. AP 3261
   E. AP 3262
   F. AP 5055
   G. Recommendation to review/revise AP/BP 5300
   H. By-Laws for Academic Senate Committees
      I. Academic Senate Initiatives
5. Old Business
6. New Business
7. Adjournment
Present:  President: Thea Trimble  
Guests: Stan Carrizosa  
Absent: Jeanne Draper, Catherine Rodarte, Frank Tebeau, Tricia Sanford, Scott Williams  

Summary  
Wednesday, August 27, 2014  
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. There was a brief discussion about replacing Stephen Tootle on District Governance Senate because he is no longer a senator. A call for volunteers will be emailed out and if none respond, it was decided that Stephen Tootle be asked to remain on that governance committee, as he has been valuable in that position.  
      2. Brent Calvin would like to open a conversation about the use of our Early Alert System and also the expansion of instructor-initiated drops for the entire period, up to the drop date.  
   B. Regarding items on the Agenda: None  

3. Action Items  
   A. Minutes: M/Marla Prochnow. 2nd/Alicia Crumpler. MSA  
   B. Curriculum: None  
   C. Approval of faculty members: M/Gina Haycock. 2nd/Linda Amaral. MSA.  
      FEC: Josh Muller and Janell Spencer  
      DECOS: Don Rose, Equivalency  
      Craig Arnold  
      O&A: Amy Dwelle  
   D. Recommendations for Governance Manual: Thea Trimble recommended placing the standards in the Governance Manual to make it consistent with the Planning Manual. Both manuals should have a list and description of the evaluation of the governance committees to be consistent as well. Thea Trimble is submitting information on the Equity Committee to the pages relevant to the Academic Senate and that committee is working on the details of membership, etc. Thea Trimble requested the Senate’s permission to support whatever the Equity committee places in the manual. The manual has BP 2510 and she would like the flow chart to accompany that. Thea Trimble also had a question about the Equivalency Committee. In that section, it states that the faculty chair is elected by the faculty membership but the committee has always been chaired by the Vice President of Academic Senate. This needs to be changed to reflect what the committee is doing. Membership will be 3-5 full-time faculty members. M/David Hurst. Include standards, update equity committee, update equivalency changes, move the evaluation over and put the flow chart in. 2nd/Marla Prochnow. MSA
E. Recommendations for Integrated Planning Manual: Thea Trimble noted that under the timeline on page 21, it’s still called Institutional Program Review, but in some places it’s Annual Program Review and in other it’s just Program Review. It needs to be consistent; please use “Program Review” in all documents. On page 33, regarding the evaluations are unclear about the annual assessment of decision making processes has as its first bullet point, “reviewing the organizational meeting agenda guide”. How is having that standard agenda in the beginning an assessment? Where the document discusses surveys, there’s no mention of Tracdat reports. We need to define exactly what kind of annual review we want for our committees. Governance groups need to be clarified—senates, committees and councils. It needs to be specified if groups like task forces need to do an evaluation. Goals need to be separate from objectives and it seems like those terms are being used interchangeably. Chris Mangle moved to make a recommendation to include both the survey and the Tracdat initiative in the evaluation process and that this timeline needs to be clarified so that both are ongoing. 2nd/Gina Haycock. MSA. David Hurst that we recommend we standardize the term “Program Review” in all documents. 2nd/Chris Mangels. MSA.

F. Recommendations for Resource Allocation Manual: Thea Trimble noted that there is a large change on page 9: the Base Budget Development, Step 2: No carry-over funds. The process and timeline for the request for carry-over isn’t clear. It needs to made clear who can make the request and to whom the request is submitted. On page 21, under “evaluation of resource allocation”, the language redundancy needs to be fixed. The formal assessment of planning and decision making process isn’t clear how the assessment is related to the resource allocation. Linda Amaral moved to recommend to approve that there be no carry over unless requested and that there needs to be a process and timeline detailed in the document. 2nd/David Hurst. MSA. Opposed: Gina Haycock, Alicia Crumpler, Fidel Madrigal. Abstention: Craig Arnold.

G. Evaluation of Academic Senate and Committees: Marla Prochnow moved to submit Evaluation of AS and Committees: Each standing committee will complete their own initiatives/evaluation in tracdat, and the Senate will complete its own as a whole body. It will include the mid-year and end-of-year reports. 2nd/Alicia Crumpler. MSA.

4. Discussion

A. Call for faculty volunteers: One faculty member needed for Institutional Program Review. One faculty member needed for Technology. One faculty member needed for O&A as well as GE.

B. Faculty Committee Handbook: Linda Amaral presented. Asked where is this going to go? A brief discussion of placing it on the website ensued. Please bring back to your divisions for review.

C. Warning Report: Please review and we’ll vote on it next meeting. We are looking for errors and omissions, not surface errors.

D. AP 3261: There was one change-to a 10+1 item. We’ll need to recommend to making the terminology “program review” consistent. Take this back to divisions and a vote will take place at the next meeting.

E. AP: 3262: Gina suggested striking the word “instructional” from Instructional faculty on #4 and #9 to include all faculty. Thea Trimble noted that #3 and #6 seem to contradict each other. Deleting #6 was discussed. This will go to a vote at the next meeting.
F. AP 5055: Question. Fidel Madrigal asked for details regarding the intervention workshop mentioned here. Can we change the word “intervention”? This will be voted on at the next meeting.

5. Reports from Standing Committees
6. New Business
7. Old Business
8. Adjournment: M/Steve Howland. 2nd/Joseph Teller

Submitted by Sondra Bergen