



## ACADEMIC SENATE MEETING MINUTES

Thursday, October 14, 2010

- Present:** Reem Asfour, Chuck Charter, Guillermo Colls, Dan Curtis, Greg Differding, Kim Dudzik, Donna Hajj, Nancy Jennings, Jesus Miranda, Brad Monroe, Angela Nesta, Jodi Reed, Pat Setzer, Carla Sotelo, Patrick Thiss, Beth Viersen, Michael Wangler
- Absent:** None
- Guests:** Connie Elder, Dean of Learning & Technology Resources; Patricia Santana, Spanish Instructor; Terrie Nichols, Student Learning Outcomes Coordinator; Alicia Munoz, Basic Skills Coordinator; Peter Utgaard, History Instructor; Susan Haber, History Instructor; Lauren Halsted, English Instructor; Dave Raney, Computer & Information Science Instructor; Cyrus Saghafi, CADD Technology Instructor

*The senate minutes are recorded and published in summary form. Readers of these minutes must understand that recorded comments in these minutes do not represent the official position of the Academic Senate. The Academic Senate expresses its official positions only through votes noted under "Action."*

### Call to Order

President Michael Wangler called the meeting or order at 2:00pm.

### I. Approval of Minutes

*M/S/U (Setzer/Thiss)* to approve the minutes of September 23, 2010.

### II. President's Report

#### A. Announcements

Michael introduced Reem Asfour, newly elected Part-time Officer-at-Large, congratulated her on her election, and welcomed her to the Senate. Angela Nesta, Academic Senate Elections Coordinator, provided a detailed accounting of the election, and congratulated Reem on her election.

Michael announced that Wednesday, October 20, is the Got Plans high school outreach event, and encouraged all faculty to attend.

An update was provided on SB 1440, the transfer degree legislation that was recently signed into law. Michael indicated that the Statewide Academic Senate would be holding training sessions on the new law, as well as providing opportunities for faculty to discuss lower division preparation coursework with their CSU and UC counterparts.

An update was also provided on the Academic Planning Task Force that the Senate endorsed on September 23, 2010. The College Policy and Procedure Committee made additional changes that were forwarded to the Innovation & Planning Council (**Attachment A**). This task force will begin its work as soon as possible.

In closing, Michael asked the Senators if they would be interested in doing something to recognize the service of the two Governing Board members who will be retiring in November. Several Senators suggested a resolution would be appropriate and Michael stated that SOC would bring a draft to the next meeting.

### **B. Budget Update**

Michael provided a synopsis of the recently passed State Budget, and its impact on the California Community College system.

Key components of the budget include:

- 2.21% enrollment growth (\$126 million)
- \$35 million to backfill categorical cuts imposed in 2010-11 (replacing the ARRA backfill)
- \$25 million for the Economic and Workforce Development program
- \$20 million for Career Technical Programs
- No cost-of-living adjustment (COLA)

Most of the new items (\$189 million of \$206 million) are paid for by deferring spring apportionment payments to July 2011.

## **III. Vice President's Report**

### **A. SOC Committee Appointments**

Nancy Jennings reported on new faculty appointments to committees. The committee's list will be updated and posted on the Academic Senate website: <http://www.cuyamaca.edu/as/>

## **IV. Committee Reports**

### **A. Student Learning Outcomes and Assessment Committee (SLOAC)**

Terrie Nichols, Student Learning Outcomes Coordinator, presented a progress report on the development of institutional and college-level SLOs, and continued implementation of college-wide assessment activities.

SLOAC is working with the Basic Skills Committee, the Workforce Development Committee, and the Curriculum Committee to finalize the Basic Skills, CTE, and GE college-level SLOs. Once finalized, these college-wide SLOs will be brought to the Senate for discussion and endorsement.

### **B. Basic Skills Committee (OnTrack)**

Alicia Munoz, Basic Skills Coordinator, presented the recently completed 2010-11 Basic Skills Initiative Plan.

Alicia highlighted key sections of the Basic Skills Initiative Plan, and reviewed the budget with the Senate. She also discussed the long-term goals identified in the plan, indicating that the committee will be reviewing these long-term goals this year to ensure that they are still relevant based on recent state-wide trends.

The 2010-11 Basic Skills Initiative Plan will return to the Senate for action at the next meeting.

### **C. Professional Development Committee**

Jodi Reed, Professional Development Coordinator, presented the Professional Development Committee's recommendations for the Spring Convocation Day.

Jodi discussed the proposed format and theme, highlighting the following components:

- Theme to be “Connecting” (connecting to our students, the college community, and the community at-large)
- Recommended format: 1 hour traditional Convocation, followed by a 2-hour session led by a guest speaker who will engage the college community in a discussion about the challenges and opportunities of working with the new “millennial” generation of students. After lunch, there will be additional breakouts where faculty and staff will present examples of successful strategies currently being used to engage students both inside and outside of the classroom.

The Professional Development Committee’s recommendations will return to the Senate for action at the next meeting.

#### **D. Academic Rank Committee**

Nancy Jennings, Academic Rank Committee Chair, presented a recommendation from the Academic Rank Committee to award Emeritus Faculty status to Kathy McWilliams.

This recommendation will return to the Senate for action at the next meeting.

### **V. Action**

#### **A. 2010-11 AMP Faculty Slate**

*M/S/U (Differding/Monroe)* to endorse the recently reaffirmed 2010-11 AMP recommendations for hiring full-time faculty. (**Attachment B**)

#### **B. Academic Calendar 2011-12**

Michael discussed a recommendation from DEC to rename the Friday holiday during Spring Break as “Spring Vacation Day.” This change aligns with the contract language in the CSEA Classified Staff Handbook.

*M/S/U (Curtis/Setzer)* to endorse the Academic Calendar for 2011-12, including the recommendation from DEC to rename the Friday holiday during Spring Break as “Spring Vacation Day.” (**Attachment C**)

#### **C. Summer Calendar 2011**

*M/S (Monroe/Hajj)* to endorse the Summer Calendar for 2011.

Several Senators expressed concern that the 4-week sessions were not included in the proposed summer calendar. Nancy Jennings suggested that the Senate make a recommendation to include two, 4-week sessions within the 8-week block for the upcoming summer session.

*M/SU (Jennings/Charter)* to amend the motion to include a recommendation that the college administration include two, 4-week sessions within the 8-week block for the 2011 Summer Calendar.

*U (Monroe/Hajj)* to endorse the Summer Calendar for 2011, as amended. (**Attachment D**)

### **VI. Information**

#### **A. 2010-11 Student Services Master Plan Faculty Slate**

Michael presented the 2010-11 Student Services Master Plan Committee recommendations for hiring full-time faculty, explaining the changes that were made due to a recent reorganization of the counseling department.

This item will return to the Senate for action at the next meeting.

## **B. BP/AP 3900-Institutional Code of Ethics**

Michael presented BP/AP 3900 to the Senate and asked for faculty feedback before the next DEC meeting. He will send out to Senators and asked that they share it with their constituency groups and provide feedback by Friday, November 5. This item will return for action once it is reviewed by DEC.

## **C. Criteria & Process for Approving Individual Activities for flex credit**

Michael asked for an extension of the meeting in order to allow enough time for an in depth discussion on this item.

**M/S/U (Differding/Nesta)** to extend time by 15 minutes.

Jodi Reed, Professional Development Coordinator, opened the discussion by explaining the process for approving individual flex activities, including the appeals process. She provided an overview of the State guidelines and the criteria the committee use in making their decisions. She also discussed the increased expectation of documentation and accountability coming from the State Chancellor's Office. She concluded by saying that the committee welcomes feedback from the Senate and that the committee will be discussing ways to improve the approval process at their next meeting.

Michael opened the Senate floor for discussion and the following comments and suggestions were made:

Brad Monroe suggested tying activities to student learning outcomes in the classroom. He also said that individual faculty members should be able to decide what is relevant to their discipline and classroom, and didn't think that department chairs & coordinators should be involved in making those decisions.

Greg Differding stated the approval of individual activities should be based on an individual faculty member's content area. He gave examples of activities coinciding with different content areas.

Lauren Halsted agreed and suggested that faculty write a short paragraph explaining the academic and professional value of the activity they attended.

Dan Curtis asked that there be better clarification between what is considered professional development vs. regular prep for the classroom.

Susan Haber expressed concern that the committee has moved away from past practice and were being more stringent in applying the criteria listed on the Professional Development website.

Pat Setzer said that the most important thing was to try to seek a middle ground where the reasonable solutions are located. He empathized with his constituency group's concerns and said you can't always quantify the value of every activity. He argued that the committee should respect the judgment of the content areas experts, and at the same time, individual faculty should recognize the difficulties facing the committee in applying the state guidelines in this new era of accountability. He pointed to the increased level of scrutiny from state and federal agencies and argued that individual faculty have the responsibility to clearly explain how their proposed individual activities meet the state guidelines and to provide adequate follow-up documentation to help the committee with their accountability requirements.

Guillermo Colls suggested that the committee's criteria should be based on the state guidelines and should be applied consistently when making decisions.

Michael asked for an additional extension of time.

**M/S/U (Monroe/Differding)** to extend time by an additional 15 minutes.

Peter Utgaard discussed the petition signed by 20 faculty members asking the Professional Development Committee to return to its past practice of relying primarily on individual content area experts in determining the appropriateness of individual flex activities. He emphasized that respect for discipline expertise is key in maintaining a collegial and professional learning environment.

Nancy Jennings then added that the Professional Development Committee cannot act as the police and that the Committee should exercise flexibility in making decisions about individual flex activities; however, those decisions must comply with the state guidelines.

Kim Dudzik suggested that faculty tie their proposals directly to the criteria on the Professional Development website.

Michael summarized the comments and thanked everyone for the conversation. Jodi will take the comments and suggestions back to the Professional Development Committee, and report back to the Senate with recommendations based on the feedback from the Senate's discussion.

#### **VII. Announcement/Public Comment**

Lauren Halsted announced that AFT is sponsoring an election teach-out event on October 20<sup>th</sup>, with the purpose of educating students on the political process, and encouraging students to get involved.

Meeting adjourned at 4:25pm

Recorded by Joy Tapscott

Endorsed by Academic Senate 09-23-10

Approved by Policy and Procedure Committee 09-28-10

All changes below approved by IPC 10-12-10



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<b>COMMITTEE/COUNCIL REQUEST</b>
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<b>Person Submitting Request</b> Robin Steinback, Ph.D., Vice President of Instruction		<b>Date</b> 08/17/10	
<b>Name of Committee</b> Academic Planning & Institutional Effectiveness Task Force			
<input type="checkbox"/> Council	<input type="checkbox"/> Committee	<input checked="" type="checkbox"/> Task Force	
<b>Action Requested:</b>	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Delete	<input type="checkbox"/> Change*
<p><b>Charge of Council/Committee:</b> To make recommendations to the Academic Senate and the Innovation and Planning Council regarding the planning processes of Instructional/Student Services Program Review, Academic/Student Services Master Planning, and Student Learning Outcomes and Assessment <u>by January 28<sup>th</sup>, 2011</u>. The group will work collaboratively with, <u>and upon request report to</u> the Academic Senate and IPC to develop recommendations for planning processes and procedures which:</p> <ol style="list-style-type: none"> <li>1) Reduce redundancy in planning;</li> <li>2) Are ongoing, systematic, and continually used to assess and improve student learning and achievement;</li> <li>3) Provide results which can be used to continually refine and improve program practices resulting in appropriate improvements in student achievement and learning;</li> <li>4) Incorporate results in all areas of educational services (instruction, support services, library and learning resources);</li> <li>5) Provide for integrated planning between Student Services and Instruction;</li> <li>6) Include systematic evaluation at the institutional level to refine the College's key processes and improve student learning;</li> <li>7) Provide for dialogue about institutional effectiveness that is ongoing, robust, pervasive, and based on data and analyses that are widely distributed and widely used throughout the College;</li> <li>8) Are clearly linked to resource allocation processes in a manner such that the College will be able to demonstrate or provide specific examples; and</li> <li>9) Provide a mechanism for the institution to evaluate the effectiveness of its integrated planning.</li> </ol>			
<p><b>Meeting Schedule:</b> <u>2<sup>nd</sup> &amp; 4<sup>th</sup> Monday of the Month Mondays as needed</u>, from 4:30- 6:00</p>			
<p><b>Co-Chairs:</b> <i>(Example: Vice President, Instruction)</i> Vice President, Instruction Faculty member to be selected by the faculty task force participants</p>			

**Endorsed by Academic Senate 09-23-10**

**Approved by Policy and Procedure Committee 09-28-10**

**All changes below approved by IPC 10-12-10**

**Composition:** *(Example: Faculty Representative)*

A minimum of 4 faculty members, 4 administrators, **and 2 classified staff**, including the SLO & Assessment Coordinator and the Accreditation Liaison Officer, to be selected as liaisons from the following groups: Student Services Program Review, Instructional Program Review, Student Services Master Planning, Academic Master Planning, and Student Learning Outcomes & Assessment, **plus resource personnel by invitation as needed in an ex-officio capacity**. In the event that a faculty member from the above-named list is not available, the Academic Senate may appoint an at-large representative. The task force shall maintain a representative balance between Instruction and Student Services and between faculty and administrators, with total membership not to exceed **10-12**.

If change is requested, attach current structure and list proposed changes.



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*Office of the Vice President, Instruction*

**INTEROFFICE  
MEMORANDUM**

**Date:** September 16, 2010

**To:** Chairs & Coordinators  
Academic Senate  
Innovation & Planning Council

**cc:** President's Cabinet

**From:** **Academic Master Planning Committee**  
Robin Steinback; Kathy Nette; Connie Elder; Terrie Nichols; Patricia Santana;  
Darlene Spoor; Greg Differding; Kari Wergeland, Kelley Nielson

**Subject:** **SLATE - Faculty Hiring Recommendations for 2010-2011**

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At the September 16, 2010 meeting of the Academic Master Planning Committee, the slate of faculty hiring recommendations, effective for 2010-2011 was reaffirmed. Contingent upon budget approval, the hiring and selection process would take place during this academic year, and the effective start date of the new faculty would be fall, 2011.

The Committee acknowledges the pressing need for additional faculty throughout our college. All proposals were reviewed and carefully considered with regard to established criteria including, enrollment trends, full-time/part-time instructor ratios, growth potential, and other related indicators. A total of six positions were ranked in priority order, per the request of the President. We extend our appreciation to all departments that submitted proposals.

The final slate in order of priority is:

1. Chemistry
2. WWTR
3. Spanish
4. ESL
5. Reading
6. EHSM



**GCCCD**  
**ACADEMIC CALENDAR 2011-2012**  
**DRAFT 09-17-10**

**FALL 2011 (87 DAYS)**

July 11–August 19 .....	Registration
August 15–19 .....	Professional Development–Organizational Meetings
<b>August 22</b> .....	<b>Regular Day &amp; Evening Classes Begin</b>
August 22–September 2 .....	Program Adjustment
<b>September 5</b> .....	<b>Holiday (Labor Day)</b>
September 6 .....	Census Day
September 23 .....	Last Day to Apply for P/NP (CR/NC)–Semester Length Classes
October 14 .....	Last Day to Apply for Fall 2011 Degree/Certificate
October 14 .....	End of First 8-Week Session
October 17 .....	Second 8-Week Session Begins
November 10 (Thursday) .....	Last Day to Drop Semester Length Classes
<b>November 11 &amp; 12</b> .....	<b>Holiday (Veterans' Day Observed)</b>
<b>November 24, 25, 26*</b> .....	<b>Thanksgiving Holiday</b>
December 9 .....	End of Second 8-Week Session
December 12, 13, 14, 15, 16, 17 and 19 .....	Final Examinations
December 19 .....	Close of Fall Semester
<b>December 20</b> .....	<b>Instructor Grade Deadline</b>
December 19–January 20 .....	Winter Recess–Students
December 20–January 20 .....	Winter Recess–Faculty
December 22♦ .....	CSEA Recognition Day
December 23, 26, 27, 28, 29*, 30 and January 2 .....	District Employees Holidays

**SPRING 2012 (88 DAYS)**

November 14–January 20 .....	Registration
<b>January 16</b> .....	<b>Holiday (Martin Luther King Day)</b>
January 17–20 .....	Professional Development–Organizational Meetings
<b>January 23</b> .....	<b>Regular Day &amp; Evening Classes Begin</b>
January 23–February 3 .....	Program Adjustment
February 6 .....	Census Day
<b>February 17, 18*</b> .....	<b>Holiday (Lincoln Day Observed)</b>
<b>February 20</b> .....	<b>Holiday (Washington Day Observed)</b>
February 24 .....	Last Day to Apply for P/NP (CR/NC)–Semester Length Classes
March 16 .....	Last Day to Apply for Spring 2012 Degree/Certificate
March 16 .....	End of First 8-Week Session
March 19 .....	Second 8-Week Session Begins
April 2 .....	Classified Staff Appreciation Day
<b>April 2, 3, 4, 5 and 6</b> .....	<b>Spring Recess</b>
<b>April 6</b> .....	<b>Spring Vacation Day (CSEA Contract Language (DEC))</b>
April 20 .....	Last Day to Drop Semester Length Classes
May 18 .....	End of Second 8-Week Session
May 21, 22, 23, 24, 25, 26 and 29 .....	Final Examinations
<b>May 28</b> .....	<b>Holiday (Memorial Day)</b>
May 29 .....	Close of Spring Semester
<b>May 30</b> .....	<b>Instructor Grade Deadline</b>
May 30 (Wednesday) .....	Cuyamaca Commencement
May 31 (Thursday) .....	Grossmont Commencement

\* Admission Day is no longer mandated for September 9. Local districts must provide an equivalent holiday for classified employees if not observed on September 9. (Chapter 36, Statutes of 1977, Section 313). \* Campus closed, in recognition of Friday holiday. ♦Campus is open to the public; supervisors will schedule any essential staff. Board Approved \_\_\_\_\_.

**DRAFT 09-17-10**

**DRAFT Summer 2011 Session Dates: 6 Weeks**

June							July							August						
WK	Mo	Tu	We	Th	Fr	Sa	WK	Mo	Tu	We	Th	Fr	Sa	WK	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4						1	2	00	1	2	3	4	5	6
	6	7	8	9	10	11	04	4	5	6	7	8	9		8	9	10	11	12	13
01	13	14	15	16	17	18	05	11	12	13	14	15	16		15	16	17	18	19	20
02	20	21	22	23	24	25	06	18	19	20	21	22	23	01	22	23	24	25	26	27
03	27	28	29	30			00	25	26	27	28	29	30	02	29	30	31			

**DRAFT Summer 2011 Session Dates: 8 Weeks**

June							July							August						
WK	Mo	Tu	We	Th	Fr	Sa	WK	Mo	Tu	We	Th	Fr	Sa	WK	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4						1	2	08	1	2	3	4	5	6
	6	7	8	9	10	11	04	4	5	6	7	8	9		8	9	10	11	12	13
01	13	14	15	16	17	18	05	11	12	13	14	15	16		15	16	17	18	19	20
02	20	21	22	23	24	25	06	18	19	20	21	22	23	01	22	23	24	25	26	27
03	27	28	29	30			07	25	26	27	28	29	30	02	29	30	31			