



# ACADEMIC SENATE MEETING MINUTES

Thursday, October 28, 2010

**Present:** Reem Asfour, Chuck Charter, Alicia Munoz for Guillermo Colls, Dan Curtis, Gregg Differding, Kim Dudzik, Donna Hajj, Nancy Jennings, Jesus Miranda, Brad Monroe, Angela Nesta, Jodi Reed, Pat Setzer, Carla Sotelo, Beth Viersen, Michael Wangler

**Absent:** Patrick Thiss

**Guests:** No guests were in attendance.

*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 2:10pm.

## I. Approval of Minutes

Michael passed around the minutes from last meeting for Senate review.

**M/S/P (Setzer/Viersen)** to approve the minutes of October 14, 2010; 1 abstention

## II. President's Report

### A. Announcements

Michael reported that the search process for the Senior Dean, Research, Planning and Institutional Effectiveness is nearing completion. Open forums for the four finalists were underway, and Michael encouraged faculty to attend the remaining two forums scheduled for the first week of November.

Michael announced that there is an opening for a faculty seat on the California Community Colleges Board of Governors. The deadline to apply is November 19<sup>th</sup>.

### B. Conversation with the President of ASGCC

This item was postponed to a future meeting.

### C. Budget Update

Michael shared budget information with the Senate from the State Chancellors office. He said there was an assembly bill that included restoration money for categorical programs and workforce training but the Governor had vetoed this bill.

Michael also discussed the college's proposed staffing plan for critical hires developed by the President's Cabinet. Two faculty positions are included as a high priority for the college. Michael said he would send out the proposed staffing plan, and asked Senators to share with their constituency groups. This item will return for action at the next meeting.

### D. Professional Development Update

Michael reported that the Professional Development Committee has been discussing their criteria and process for approving individual activities for flex credit, and a recommendation should return to the Senate before the end of the semester.

### **E. College President Selection Process**

Michael stated that the Governing Board has approved the selection process and timeline for hiring a permanent president, and that a committee has been formed and is ready to proceed. The announcement will be out soon, and there will be a link on the college home page for information about the position.

### **F. Academic Calendar**

Michael announced that the 2011-12 Academic Calendar was in final review and will be on a future Governing Board docket for final approval. For the Summer 2011 calendar, research was being done to find out how many high school students enroll in summer classes before finalizing the summer calendar.

## **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. Curriculum Committee**

Pat Setzer, Curriculum Committee Co-chair, summarized what the committee has been working on this semester. He explained the process for approving stand-alone courses and said these types of classes were generally enrichment classes not associated with degree programs. He indicated that local approval of stand-alone courses would likely revert to needing State Chancellor's Office approval as well. The Committee will be sending a list of stand-alone courses to all chairs and coordinators with a recommendation that they get incorporated into a degree or certificate or that they get deleted.

Pat also reported on the recent recommendation by the District Prerequisite Committee to begin enforcing all prerequisites at the time of enrollment. He indicated that this change would likely play out over about a two year time line and would probably be implemented using a process similar to the equivalency approval process.

Pat then discussed the implementation of the recently approved transfer degree legislation-SB 1440. He said it was a complicated process and said the implementation would play out over a year or longer. He said they were being advised not to change anything until a statewide task force met and worked out the implementation process. Pat suggested that if the faculty had good relations with their counterparts at other colleges, to meet and begin laying the groundwork for this.

Pat concluded by saying that the curriculum committee is in the process of developing a new website, where there would be a repository of all course outlines, which could be downloaded as Word docs. He said the committee was also looking at all curriculum forms to see what needed to be revised. Finally, he reported that the District would likely be purchasing Curriculum software in the near future to better communicate within and between the two colleges, as well as with the State Chancellor's Office.

### **B. Online Teaching & Learning Committee**

Jodi Reed, Online Teaching & Learning Committee Co-chair, summarized what the committee has been working on this semester. One of the committee's top priorities has been training for section 501 compliance. The committee has also been discussing the Title 5 language for "regular, effective contact" between instructors and students. The committee has developed a checklist for effective online instruction, which includes a section on "regular, effective contact," as well as accessibility. This checklist will return for endorsement at the next meeting.

Another committee priority is to support faculty training in best practices for on-line teaching. There will be several sessions focused on this topic during Spring Professional Development Week.

Donna Hajj suggested that students should have access to online forms to streamline the admissions and registration process.

Jodi concluded by saying that the committee also wanted to come up with 2-3 research questions on demographics and class sizes, in order to improve the decision making processes at both colleges.

## **V. Action**

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

**M/S/U (Hajj/Monroe)** to endorse the 2010-11 Student Services Master Plan Committee's recommendations for hiring full-time faculty. (**Attachment A**)

### **B. 2010-11 Basic Skills Initiative Plan**

**M/S/U (Setzer/Viersen)** to endorse the 2010-11 Basic Skills Initiative Plan.

### **C. Professional Development Mini-Conference for Spring 2011 Convocation**

**M/S/U (Charter/Hajj)** to endorse the Professional Development Committee's recommendation to host a Mini-Conference with the theme of 'Connecting' for the Spring 2011 Convocation.

### **D. Emeritus Status for Kathy McWilliams**

**M/S/U (Charter/Monroe)** to approve and recommend to the Chancellor and Governing Board emeritus status for Kathy McWilliams.

## **VI. Information**

### **A. Service Recognition for Outgoing Governing Board Members**

Draft resolutions recognizing the service of outgoing Governing Board members Rick Alexander and Deanna Weeks were presented to the Senate for discussion. This item will return for action at the next meeting.

### **B. Committee Service Guidelines**

Revisions to the Senate approved Committee Services Guidelines were presented to the Senate for discussion. This item will return for action at the next meeting.

### **C. ASCCC Fall Plenary Resolutions**

A draft of the ASCCC Fall Plenary Resolutions was presented to the Senate for discussion. Michael will be attending the Area D meeting on Saturday, October 30, 2010, and will send out an updated version of these resolutions early next week. The Senate will have an opportunity to vote on any of these resolutions at the next meeting, and Michael will carry the votes from the Cuyamaca Academic Senate to the Fall Plenary on November 11-13, 2010.

## **VII. Announcements/Public Comment**

There were no announcements or public comment.

Meeting adjourned at 3:45pm

Recorded by Joy Tapscott

## Attachment A

### MEMORANDUM

**DATE:** October 6, 2010

**TO:** Cuyamaca College Community

**FROM:** Student Services Master Plan Committee and Student Services Managers  
(Susan Topham, Nicole Jones, Beth Viersen, Danene Brown, Donna Hajj,  
Bob Garber, Terrie Nichols, and Judi Reyes-Smith)

**SUBJECT:** Student Services Master Plan **Faculty** Recommendations

At the October meeting of the SSMP Committee the following motion was made by Terrie Nichols, seconded by Beth Viersen and voted on. The motion carried unanimously:

This motion is to reaffirm the ranking below with the only change being a re-titling of item #3. Due to reorganization in the Counseling Department, PDC will no longer be a discipline; it will now become the COUN discipline in alignment with Grossmont College.

1. DSP&S – 1.0 FTE DSP&S Specialist – LD Counselor
2. Career & Student Employment – 1.0 FTE Career Counselor
3. ~~Pers. Dev. Counseling (PDC) – 1.0 FTE PDC Counselor~~ General Counselor
4. Counseling – 1.0 FTE Counselor - Basic Skills/ESL
5. DSP&S – 1.0 FTE DSP&S Specialist – LD Counselor
6. Counseling – 1.0 FTE General Counselor
7. EOPS/CARE - .50 FTE Counselor - .25 EOPS and .25 Foster Youth

ST:jr