



ACADEMIC SENATE MEETING MINUTES

Thursday, March 10, 2011

Present: Reem Asfour, Mary Asher Fitzpatrick, Chuck Charter, Guillermo Colls, Dan Curtis, Greg Differding, Kim Dudzik, Donna Hajj, Nancy Jennings, Angela Nesta, Jodi Reed, Donna Riley, Jim Custeau for Don Schultz, Pat Setzer

Absent: Jesus Miranda, Michael Wangler

Guests: Julianna Barnes, Vice President of Student Services

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

Michael Wangler was not present at the meeting due to another obligation. The meeting was held in E-106 due to a conference in the regular meeting room and Nancy Jennings presided, starting the meeting at 2:03pm.

I. Approval of Minutes

Nancy stated that there were no minutes to approve.

II. President's Report

A. Announcements

Nancy announced that the presentation from Kathryn Nette would be postponed to a future meeting.

B. Elections Coordinator Report

Angela Nesta, Academic Senate Elections Coordinator, announced the following election results for 2011-12:

- Nancy Jennings was re-elected as Vice President
- Donna Hajj was re-elected as Full-time Faculty Officer-at-Large
- Reem Asfour was re-elected as Part-time Faculty Officer-at-Large
- Barbara Pescar was elected as the new Part-time Faculty Senator

All terms are for one-year, beginning on the Monday following commencement, except for the Part-time Faculty Senator, which begins immediately due to a current vacancy.

Angela then thanked everyone for their participation in the election and congratulated the winners, welcoming Barbara Pescar back to the Senate. She noted that in the future, she hopes the elections will be electronic.

C. Student Services Update

Julianna Barnes, Vice President of Student Services, provided an update on revisions to the Student Services Program Review & Master Planning processes. Julianna explained that prior to this year, Student Services had used the CASS standards to drive their program review and planning processes, but they are planning to move to a new model for the future. She then provided a handout and reviewed the model they are currently working on, which combines and streamlines the program review and master planning processes. The Student Services division is currently piloting this new process.

After a brief discussion and a few questions, Donna Hajj thanked Julianna for her leadership and collaboration in developing this new process. Julianna noted that there is a strong culture of planning and review at Cuyamaca, which helped her in the process.

III. Vice President's Report

A. SOC Appointments

Nancy reported that Lyn Neylon was appointed to the Search and Interview Committee for the Associate Vice Chancellor for Business Services.

IV. Committee Reports

A. Academic Planning and Institutional Effectiveness Task Force (AP&IE)

This report was postponed to the next meeting on March 24th.

B. Curriculum Committee

Pat Setzer, Curriculum Committee Co-chair, provided a report on the following 5 items related to Curriculum:

- 1. SB 1440 implementation.** Pat briefed the Senate on the SB 1440 legislation, explaining that it requires community colleges to develop degrees for transfer that include a minimum of 18 units in a particular field of study plus the completion of all general education transfer requirements for the California State University (CSU) system. The total degree requirements cannot exceed 60 semester units. Upon completion of the transfer associate degree, students are eligible for transfer with junior standing into the California State University system. Students will be given priority consideration when applying to a particular CSU program that is deemed similar to the transfer degree's field of study.

To facilitate the development of these degrees, the Statewide Academic Senate, in collaboration with faculty from the CSU system, is developing model curricula (TMCs) for statewide use. The first round of TMC degrees have been vetted and released to the field, and include Psychology, Sociology, and Communication. Cuyamaca has developed transfer degrees in all 3 areas, which Pat presented to the Senate for their review. These degrees will return for action at the next Senate meeting and will then be forwarded to the Governing Board for inclusion on the April 5th docket.

- 2. Curriculum Technical Review Committee.** Pat described the newly formed Curriculum Technical Review Committee, which is being piloted this year to help facilitate the curriculum approval process. The Curriculum Committee will be developing a charge for this new sub-committee that will be brought to the Senate for approval by the end of the spring semester.
- 3. Sustainability Criteria for Courses and Programs.** Pat explained that the Curriculum Committee is in the process of developing criteria for approving courses, certificates, and degrees that foster sustainability practices and awareness. These criteria and the approval process for sustainable courses and programs will be

included in the College Sustainability Plan and the Curriculum Approval Handbook, both of which are currently under development.

4. **Cross-disciplinary Prerequisites.** Pat announced the California Community College Board of Governors recently approved a change to Title 5 that will allow local Curriculum Committees to approve cross-disciplinary prerequisites using content review. Prior to this change, a statistical validation study showing that there would not be a disproportionate impact on under served student populations had to be conducted before a cross-disciplinary prerequisite could be established. This change will make it easier for faculty to establish minimum competency requirements for Math, Reading, and English before students are allowed to enroll in content area and general education classes.
5. **GE Reciprocity.** Pat announced that the Curriculum Committee has begun work on establishing a GE Reciprocity Policy, whereby student general education coursework from other colleges would be accepted at Cuyamaca as meeting local GE requirements in the same area as the originating college. This policy is expected to be completed by the end of the semester, and will come to the Senate for approval after finalized by the Curriculum Committee.

V. Action

A. Process for Selecting Faculty Co-Chairs of College Councils & Committees

M/S (Setzer/Reed) to approve the revised process for selecting faculty co-chairs of College Councils & Committees.

Nancy then opened the floor for discussion. Jim Custeau asked for clarification regarding the rules for a majority vote by faculty committee members. After further discussion, Pat Setzer recommended the following change to the 3rd sentence of step #3 of the process to clarify the majority vote language:

The new faculty co-chair shall be selected by a majority ~~vote of~~ of the votes cast by the faculty membership of the committee/council through a secret ballot.

Pat Setzer and Jodi Reed both agreed on this friendly amendment.

U (Setzer/Reed) to approve the revised process for selecting faculty co-chairs of College Councils & Committees with the above change in step #3 of the process. (**Attachment A**)

VI. Information

A. Proposed College Hours for 2011-12

Nancy shared the proposed college hours for 2011-12. There was some discussion on whether or not faculty are required to release their students from class for college hours. Nancy explained that faculty are encouraged to release students to attend, but are not required to do so. A suggestion was made that the Student Affairs Office and the Student Government consider introducing some new themes to generate more interest. It was also suggested that an announcement regarding college hours be made at convocation during professional development week.

VII. Announcements/Public Comment

There were no announcements or public comment

The meeting adjourned at 3:05pm.

Recorded by Joy Tapscott

Attachment A

Approved by Academic Senate 03-10-11

Process for Selecting Faculty Co-chairs of College Councils & Committees

Unless otherwise indicated, the following process will be followed for selecting faculty co-chairs of college councils, committees, and subcommittees where a co-chair structure exists. Faculty co-chairs shall be selected from the faculty membership of the committee/council, and shall retain their membership status while serving as co-chair. Under normal circumstances this process should take place at the beginning of the Spring Semester for terms starting on July 1.

1. When an opening occurs for a faculty co-chair position, the presiding faculty co-chair and/or administrative co-chair shall inform the committee/council of the opening, and review with the committee/council the nomination and selection process to fill the vacancy.
2. Nominations shall be open for 2 weeks following the announcement of the opening. Individuals may self-nominate, or nominations (with permission of nominee) may be submitted by any faculty member on the committee/council. Nominations shall be submitted to the administrative co-chair's administrative secretary/assistant.
3. Once nominations close, the support staff will call each nominee to confirm their interest in the nomination. The ballot will include only those faculty who accepted the nomination. The new faculty co-chair shall be selected by a majority of the votes cast by the faculty membership of the committee/council through a secret ballot. This process should be completed in a reasonable amount of time as determined by the presiding co-chairs. Once the ballots are tallied, the name of the new faculty co-chair shall be reported to the Vice President of the Academic Senate.
4. The term shall be for 2 years and start on July 1, or at a time established by the committee/council for mid-year replacements.