



ACADEMIC SENATE MEETING MINUTES

Thursday, September 8, 2011

Present: Reem Asfour, Mary Asher Fitzpatrick, Paul Carmona, Guillermo Colls, Dan Curtis, Greg Differding, Michelle Garcia, Donna Hajj, Nancy Jennings, Brad Monroe, Angela Nesta, Barbara Pescar, Mary Sessom, Patrick Thiss, Michael Wangler

Absent: Lauren Halsted, Jesus Miranda

Guests: Pat Setzer, Curriculum Committee Co-chair; Tammi Marshall, Accreditation Co-Chair; Nicole Jones, Veterans Counselor

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

Academic Senate President, Michael Wangler, called the meeting to order at 2:00pm.

I. Approval of Minutes

M/S/P (Monroe/Differding) to endorse the Academic Senate minutes from the meeting of August 25, 2011 (One abstention).

II. President's Report

A. Announcements

Michael demonstrated how to access weather data from Cuyamaca's weather station through the National Weather Service website. A suggestion was made to link this information to the college homepage. Angela Nesta and Joy Tapscott volunteered to work on this.

Michael announced that the District Executive Council (DEC) agreed to add a December docket item for Curriculum approval by the Governing Board. There will now be two opportunities for Curriculum approval each year—once in the fall semester (December), and once in the spring semester (April/May). This will help facilitate timely approvals of SB 1440 degrees, articulation agreements, and other time sensitive Curriculum matters.

Michael encouraged Senators to attend the upcoming reception for President Zacovic on Wednesday, September 28th at the Water Conservation Garden.

Michael concluded his announcements by sharing an electronic copy of the first ever Athletics Department newsletter. In addition to pertinent information about upcoming athletic events, the newsletter profiled the good work of faculty and staff in support of Cuyamaca's student athletes, including a feature article highlighting Teresa McNeil's ongoing support for student success within the athletics programs.

B. Budget Update

Michael provided information about the proposed 2011-12 Adoption Budget for the college and the district, highlighting key points from the Governing Board Adoption Budget Workshop that took place on Tuesday, September 6th. The State's 2011-12 budget includes a student fee increase from \$26/unit to \$36/unit, and a system-wide general apportionment cut of \$315 Million. There will be additional mid-year cuts if State revenues fall short of projections. The district has a 4% contingency reserve built into the proposed adoption budget in anticipation of

mid-year cuts. In addition, student fees may go up to \$46/unit if the revenue targets are not met. More information about the proposed adoption budget can be found at:

<http://www.gcccd.edu/districtbudget/adoption-budget.asp>

C. Follow up on District-wide Research & Planning Committee

Michael clarified that the District Office of Research, Planning & Institutional Effectiveness (RPIE) has published Guidelines for Institutional Research (GIR), which can be found on RPIE's homepage: <http://www.gcccd.edu/research/default.asp>

The Institutional Review Board (IRB) guidelines mentioned in the committee charge will be developed by the committee once it's up and running. Michael will send out the draft charge and composition for the proposed District-wide Research & Planning Committee for Senators to share with their constituency groups. This item will return for action at the next Senate meeting.

III. Vice President's Report

A. SOC Committee Appointments

Nancy Jennings reported on new faculty appointments to committees.

Academic Rank Committee

Enrollment Management and Marketing Committee

Scholarship Committee

Tutoring Center Advisory Committee

Curriculum Committee – 1 at-large faculty member

Sabbatical Leave Committee – 1 CTE faculty member

Courtney Hammond

Nicole Jones

Tim Buckles

Dan Curtis

Ed Cline

Tim Buckles

IV. Committee Reports

A. Evaluations Task Force Update

Michael reported on the work of the Evaluations Task Force and a draft of the proposed revisions to the Peer/Manager Evaluation Form was presented for discussion.

The following comments and discussion points were made during the review and analysis of the proposed Peer/Manager Evaluation Form:

- There was general agreement with the Grossmont College Senate Officer's recommendation to eliminate the scored "Other Considerations" category, and add language in parentheses to the unscored "Comments" section that addresses the items found under "Other Considerations."
- Several comments were made about the due date for the self reflection and how it should be changed to something more closely tied to the when the peer/manager eval actually takes place. One suggestion was to have it due within 2 weeks after the classroom visits were done; another suggestion was to have it due and in the hands of the peer/manager before the classroom visits take place (similar to Southwestern College).
- There was general support for adding language to the instructions indicating that if a peer or manager scores any category at 3 or below, they would be required to comment or make a recommendation on that item. This suggestion came after a discussion about ensuring that the new form doesn't lead to laziness on the part of the peer/manager evaluators--if they give a low score, they need to explain why, rather than just circling a number without comment.
- There was general agreement that it would be helpful for each section to be given a letter designator to help with referencing in the comments/recommendations section. For example, "Subject Matter Mastery" would be given the letter A; "Organizational Skills" would be given the letter B, and so on, so the evaluators could quickly reference "Section B2" in their comments or recommendations.

Michael will send out the proposed Peer/Manager Evaluation Form for Senators to share with their constituency groups, and further discussion on this item will continue at the next Senate meeting.

B. Enrollment & Student Success Task Force Update

This item was postponed to the next Senate meeting.

C. Accreditation Update

Tammi Marshall, Accreditation Co-Chair, provided an Accreditation update to the Senate. She indicated that the Accreditation Steering Committee has been meeting since the spring semester, and that writing teams are currently being formed for all 4 Standards.

The Steering Committee is also working on developing evidence guidelines to help the writing teams collect and document evidence for the self-study. The goal is to have all evidence in an electronic format and hyperlinked within the self-study report. Tammi thanked Angela Nesta, Rocky Rose and Rhonda Bauerlein for their help with this project.

Tammi shared the Accreditation intranet site, where resources will be posted and available for both the writing teams, and the college community as a whole. She highlighted several ACCJC documents available on the website, including the newly revised rubrics for Program Review, Planning, and Student Learning Outcomes.

Tammi concluded by announcing that ACCJC will be providing regional training on October 21st at Cuyamaca College for colleges up for reaffirmation in 2013. The Cuyamaca Accreditation Steering Committee will be attending this training session.

D. Veterans Services Update

Nicole Jones, Veterans Counselor, provided an overview of the services offered to military veterans at Cuyamaca College, and discussed recent changes to the law that affect Cuyamaca's Student-Veterans. She highlighted the post-9/11 GI bill that has increased Veteran enrollments at the college, as well as major changes to Veteran benefits with regards to units requirements, tuition, books, and housing allowances.

Information on Veterans Services at Cuyamaca College can be found at:

<http://www.cuyamaca.edu/admissions/vet.asp>

There was a power outage at approx. 3:40 pm in the middle of the Veteran's Services Update. Michael adjourned the meeting and postponed all of the action items to the next Senate meeting.

Meeting adjourned at 3:40 pm
Recorded by Joy Tapscott