



ACADEMIC SENATE MEETING MINUTES

Thursday, October 25, 2012

Present: Mary Asher-Fitzpatrick, Michael Aubrey, Lindy Brazil, Paul Carmona, Guillermo Colls, Jesus Miranda, Alicia Munoz, Angela Nesta, Terrie Nichols, Lilia Pulido, Dave Raney, Seth Slater, Pat Thiss, Michael Wangler

Absent: Reem Asfour, Kim Dudzik, Michelle Garcia

Guests: Tony Zambelli, co-chair of the Student Learning Outcomes & Assessment Committee (SLOAC); Cindy Morrin & Connie Elder, co-chairs of the Online Teaching & Learning Committee; Tammi Marshall, co-chair of the Accreditation Steering Committee

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 called the meeting to order at 2:07pm

I. Approval of Minutes

Michael announced that there were no minutes to approve.

II. President's Report

A. Announcements

Information was provided about upcoming events and activities.

Michael announced that Seth Slater would be the faculty note taker.

Michael stated that the agenda would be out of order as various guests for the committee reports would be coming in at varying times.

B. District & College Council Updates

Updates were provided on discussions and actions taken at recent District & College Council Meetings.

Michael wanted to make sure everyone knew - based on feedback from the Senate and Instruction Council - that IPRPC had formed a task force to look at revising forms and processes for next year. He said there were many concerns about the extent of workload and timing and they would begin their work at the beginning of the spring semester. He also said he was on a task force putting together the District Governance Handbook and he would be emailing it out to the Senate for review.

C. Governing Board Report

A summary of actions taken at recent Governing Board meetings was provided.

Michael then said there was nothing of significance in the Governing Board report but that it would get more interesting after the election, and that recent reports indicated that Prop 30 was not doing well in the election process.

III. Vice President's Report

A. SOC Committee Appointments

Alicia Munoz stated there were no new committee appointments.

B. Area D Meeting

Alicia Munoz reported on Statewide Academic Senate issues discussed at the October 20 Area D meeting.

IV. Committee Reports

A. Student Learning Outcomes & Assessment Committee

Tony Zambelli, co-chair of the Student Learning Outcomes & Assessment Committee (SLOAC), provided an update on recent committee work, including an update on the recent SLO report submitted to ACCJC.

Tony said that 87% of Cuyamaca's courses have SLOs which means that we are *not* at proficiency based on the most recently reported data. Tony added that he had been meeting with faculty to work on this and the Curriculum Committee was moving forward to get them approved. Tony stated that he expected that all courses would have SLOs by the time the Accreditation site visit took place.

Connie Elder and her staff have developed a process where faculty could present the evidence that the visiting Accreditation team will want to see. Michael thanked Tony for his presentation.

B. Online Teaching & Learning Committee

Cindy Morrin and Connie Elder, co-chairs of the Online Teaching & Learning Committee, provided an update on recent committee work, including a revised draft of the document, *Ensuring Quality Online Instruction*.

Connie Elder said there were some changes from the last meeting regarding recommendations for instructors prior to being assigned an online class. She stated that the online committee was working very hard with a focus on student success and retention.

Connie reviewed statistics and stated she had pulled random comparisons between various colleges and she shared this information with the Senate adding that Cuyamaca had been above the state average for quite some time.

Connie stated that some other community colleges had mandatory training for their online instructors and then went on to discuss equality between face-to-face and online courses. She then reviewed the California Education code and how it affects online classes stating that online instructors must use systems that provide a secure registration process and she also discussed financial aid issues stating that student fraud in online classes is rampant. Michael opened the Senate floor for discussion.

Tony Zambelli said there were current issues regarding some online classes being compared to correspondence classes and it was important to have a clear distinction between the two. He added that the college would need to address the challenge of preparing SLOs for online classes. He then commended Connie's committee stating they were doing really challenging work.

Cindy Morrin shared a document that addressed guidelines which all instructors would need to fulfill in order to demonstrate competency for teaching online. She reviewed examples of the type of training that was required and discussed the courses that were available for faculty to get this training. Cindy stated that faculty could demonstrate competency to the committee by sending their course preparation to the committee for review. She also encouraged faculty to visit Rhonda Bauerlein's blog for more information. Connie Elder added that the committee conducts workshops during flex week on how to evaluate an online class.

Guillermo Colls asked if there was an evaluation process faculty could challenge and Jodi Reed explained how to do this. Guillermo asked if there was something else he could submit to show expertise in online instruction, and Connie said to set up an online course for committee review. Seth Slater asked if they needed to submit the entire course or part of it for evaluation, and Dave Raney added that faculty may believe they can teach an online course, but when they actually did, they would realize that the entire course had to be developed prior to the beginning of the course. He indicated that both he and Jodi Reed had learned this the hard way. Tony encouraged the Senate to keep the language in the document as is stating it met Accreditation standards. Terri Nichols added that she had done all the training, but that teaching online was still difficult, and she agreed that faculty should provide a completed course for review and approval prior to the start of an online course.

It was then suggested that if instructors wanted to challenge the online teaching requirements or those who believe they had already mastered these skill areas, to submit an entire prepared online course for committee approval.

Seth Slater said his concern was that nowhere else did they have to do this, and that it set up an encroachment on academic freedom and he posed the question, 'do we address whether or not department chairs have training in this area as well so they know what they are looking for when hiring people to teach these courses?'

Michael Aubrey then asked if faculty had taken online courses could they then be qualified to teach these classes and Pat Thiss wanted to clarify what needed to be turned in for approval. Jodi Reed said you could request a 'container' and all they would need was the blackboard link. Connie said it would all be set up so it would just need to be turned on, and Pat suggested that this needed to be further clarified in the document.

Michael pointed out that this was a modification of a recommendation that the Senate had endorsed three years ago for Department Chairs and Coordinators to follow when they hired new instructors. However, it was a strong recommendation, not a requirement, and that ultimately it was the Chair's decision on whom to hire.

Paul Carmona stated that he has had the experience that a person might have all the training necessary but turn out to be a mediocre teacher, whereas others might not have a lot of training but develop a really good course. Alicia Munoz then shared it was important to communicate with students online adding that it was necessary to follow this sort of requirement process. Dave Raney discussed the preparation involved in an online class. Lilia Pulido said she supported the plan because after teaching a class herself, she realizes that a lot goes on behind the scenes, which is different from what the student experiences. Lilia stated that she is now team teaching with Cindy Morrin and is very thankful for Cindy's assistance. She recommended that first time online instructors receive some type of mentoring.

Connie Elder stated that committee members would be happy to mentor, and that they had done it in the past. Michael ended the discussion by stating they would take the information back to the committee for further review before presenting a finalized draft to the Senate at a future meeting. He then thanked everyone for their input.

C. Accreditation Steering Committee

Tammi Marshall, co-chair of the Accreditation Steering Committee, provided an update on recent committee work, including work on the college's Self Evaluation Report in preparation for the Accreditation Site Visit in October 2013.

Tammi said the Steering Committee had received almost all of the drafts. She stated that she, Robin Steinbeck, and the Steering Committee were in the process of reviewing the drafts for content adding that they would finalize their review by December 14th, and that the documents had to be as complete as possible by this date.

She said the next step was to edit the documents into 'one voice' and the Steering Committee would be release that version during staff development week in January. Everyone will be asked to review the drafts for content, and if any errors are found, they would be corrected. All college faculty, administrators, staff, and surrounding community would have the opportunity to review the drafts. She said once the feedback was received, final edits would be made, and a completed version would be submitted to the Governing Board in May to be ratified in June and subsequently sent to ACCJC.

Tammi said that all pieces would be on the intranet. She added that there would be two Accreditation teams – one for each college in the District. She said a lot of the functions are at the District level, so the accreditation process had to happen at the same time.

Tammi announced a Webinar on November 7th regarding how to use surveys. She said it was open to everyone and it would be broadcast in I-207 & 8 with an hour reserved afterward for discussion.

Michael thanked Tammi for her report.

V. Action

A. Academic Rank & Emeritus

The Senate entertained a motion to approve the academic rank and emeritus nominations received by the Academic Rank Committee. Michael said this action item would be in two motions.

Motion to approve professorship of Angela Nesta

MSC (Carmona/ Nichols) to approve professorship nomination of Angela Nesta. 1 abstention

Discussion – The Senate congratulated Angela Nesta.

Michael reviewed the names of the people up for Emeritus nomination.

Motion to approve 6 Emeritus nominations: Therese Botz, Jim Custeau, Susan Haber, Brad Monroe, Jerry Riley, and Jose Villarreal.

MSC (Raney/Nesta) to approve the six people for emeritus nominations by the Academic Rank Committee.

Discussion - Michael explained he would take names to the Chancellor and they will be brought to DEC to be put on the Governing Board agenda timing it for the Governing Board meeting in January 2013. He said he wanted to make sure that the nominees could come to a recognition ceremony at the board meeting and invite friends and family but he would announce the date once determined. He added that once approved, the Senate would sponsor a reception sometime in April similar to what they did before at the Honor Court followed by a reception down at the Water Conservation Garden. Michael reviewed the criteria to reach Emeritus. Angela Nesta then asked about the Administrator Emeritus and Michael said it would be on the next agenda.

B. Basic Skills Action Plan

The Senate entertained a motion to endorse the 2012-13 Basic Skills Action Plan.

MSC (Nichols/Miranda) to endorse the 2012-13 Basic Skills Action Plan.

C. Calendar Committee

The Senate will entertain a motion to endorse the 2013-14 Academic Calendar.

MSC (Nesta/Carmona) to endorse the 2013-14 Academic Calendar.

Discussion - Paul Carmona asked if there were any 'curve balls' in the calendar and Michael said it was a very similar schedule to what they had before. Dave Raney was concerned about Cuyamaca having more days than other districts and Michael said that the district states that this is a negotiation item and needed to be brought to the table for discussion. Michael went on to explain the way that the process was decided upon. There were questions regarding spring break and Thanksgiving week and Michael said these were still under consideration adding that this was something that the Chancellor would not entertain except through negotiations.

VI. Information

A. Annual Implementation Plan for 2012-13

The college Annual Implementation Plan for 2012-13 was to be presented for discussion but the meeting ran out of time.

B. Fall Plenary Resolution

A draft of the 2012 Fall Plenary resolutions was to be presented for discussion but the meeting ran out of time.

VII. Announcements/Public Comment

There were no announcements or public comment.

Meeting ended at 3:55pm.

Recorded by Joy Tapscott