

**ACADEMIC SENATE**  
**March 30, 2011, 3:30 P.M.**  
**COLLINS CONFERENCE CENTER**

**UNAPPROVED MINUTES**

**PRESENT:** Corny Rodriguez (EB); John Gerhold (EB); Diana Kelly (EB); Natalie Bursztyn (EB); Kate Pluta (EB); Rachel Vickrey; (EB); Janet Fulks (EB); Matthew Morgan (EB); Michael Korcok (EB); Leah Carter (EB); Phil Whitney; Christian Zoller; Kathy Rosellini; Nancy Guidry; Kimberly Hurd; Maria Perrone; Reggie Bolton; Wesley Sims; Bill Kelly; Terry Meier; Shane Jett; Anna Poetker; Debbie Kennedy; Marsha Eggman; Klint Rigby; Sue Granger-Dickson; Rick Brantley; Melinda Fogle-Oliver

**ABSENT:** Bill Moseley (EB); Luis Guajardo; Adel Shafik; Kathy Freeman; Richard Marquez; Jason Stratton; Gayla Anderson; Jeannie Parent; Diana Jackson;

**GUESTS:** Nick Strobel

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**CALL TO ORDER**

The meeting was called to order at 3:36

**REVIEW OF THE MINUTES**

A motion was made to approve the minutes as presented. M/S/C: Gerhold/Rosellini

**REPORTS**

President's Report (Rodriguez)

The Academic Senate Presidents met and talked with the chancellor about the idea of a districtwide Academic Senate and districtwide equivalency. The districtwide Academic Senate would not replace each college's Senate. Los Rios Community College has a districtwide Senate where the districtwide Senate President must have previously served as a campus president, has district release time and deals with district administration on districtwide issues. Equivalency needs to be consistent across the district. Corny will continue discussing this with the other Senate presidents. The Senate needs to address priority registration for those students with 90+ units, separating those in areas such as nursing and fire technology. The KCCD strategic plan is now posted in public folders. Corny asked for Senate feedback before the next DCC meeting on April 26.

Co-Chair Reports

**Accreditation:** Faculty co-chairs have been identified for all of the standard committees. Training is also completed for the co-chairs, who will begin scheduling meetings. Kate distributed a document that was developed by ASC addressing the issue of linking the unit plans and program review process. The current unit plan process will now be an annual program review process, curriculum will be reviewed every six years, and there will also be an integrated program review every six years where groups of departments will analyze their roles within areas such as Basic Skills and General Education. The intention is to link budget decisions to planning with recommendations made to the college president. There are additional details that need to be worked out but this is being shared with the Senate for feedback.

Curriculum

The Curriculum Committee has been meeting with individual department chairs to input degree and certificate course requirements into CurricUNET. This also includes the course description, justification and SLO components. For those departments without Program SLOs, the General Education SLOs were used. Janet Fulks shared a document related to the transfer model curriculum that shows courses that statewide vetting identified could be part of the degree and what the department has chosen to include. Janet pointed out that any courses that can be double counted as general education are beneficial. Faculty are encouraged to contact Sue Granger-Dickson, BC's Articulation Officer, about requesting articulation for any course. Courses must either be CSU General Education or articulated with two CSUs.

### IEC

Diana reviewed the documents included in the packet. The request includes changing the name, removing the requirement to use committee liaisons, removing the requirement to report to Curriculum Committee, and changing the membership composition. This is being presented for feedback and comment. Senators should be prepared to vote at the next meeting.

### Correspondence

There was no correspondence to report. It was noted that A. Todd Jones is undergoing a surgical procedure. Natalie will send a card on behalf of the Senate

### Treasurer

Rachel Vickrey distributed a proposal for using the senate dues this year including retiree gifts, contribution to the Levinson Award and faculty retirement gifts.

### CCA Report

CCA will host an Ice Cream Social on Tuesday, April 6 in the quad near the Levan Center to show appreciation of CCA members. The final negotiation session was held earlier in the day. CCA Elections are coming soon and there is not yet a candidate for President. CCA will meet with PERB in May and June to discuss classified employees teaching as adjuncts. There is disagreement on who represents these employees, either CSEA or CCA. The Board of Governors has clarified that the Faculty Obligation Number (FON) is only to include tenured track faculty. KCCD has to replace all faculty plus 3 incremental faculty to meet FON. KCCD is hiring additional faculty in spite of decreased section offerings because adjunct will be used less.

### SGA (Student Government Association)

There was no student report.

### Budget Committee (status update)

There has not been a meeting since the last Senate report.

### Enrollment Management

There was no report on enrollment management.

### BILT

There was no update on the ad hoc committee's activity.

### ASCCC

John Gerhold reported that 55 resolutions will be presented at the Spring Plenary. The resolutions pertain to curriculum, repeatability, accelerating basic skills and physical education courses and can be found in public folders.

## **OPPORTUNITY TO ADDRESS THE SENATE**

### **ADDITIONS TO THE AGENDA *(must be added with a 2/3 vote of members present)***

A motion was made to add New Business Item C, Draft Proposed Budget. M/S/C: Gerhold/ B. Kelly. A motion was made to add New Business Item D, Policy For Online Student Drops. M/S/C: Bursztyn/Korcok

### **COMMITTEE APPOINTMENTS**

A motion was made to approve the committee appointments as presented. M/S/C: Bursztyn/Rosellini

### **UNFINISHED BUSINESS**

#### Board Policy: 4C4C, Grade Changes

John Gerhold distributed a version of this policy with changes suggested by the Senate at previous meetings. There was discussion about possible other changes related to faculty appealing the Vice President's decision, outlining the criteria used by administration before approving a grade change and the timeline for students to appeal. A motion

was made to approve the Procedure 4C4C as presented along with changing the title to "Grade Change Disputes" and to insert the phrase, "after consultation with the faculty member" after the word, "designee" in paragraph two. M/S/C: Gerhold/Whitney

#### Curriculum Committee Timeline

Janet presented the timeline for approval. A motion was made to accept the timeline as presented. M/S/C: Rosellini/Burstyn

#### Commencement signs

Based on the discussion at Senate and Executive Board meetings, it seems that the Commencement Committee should seek funding from another source. Sean Hill indicated that he would take the request forward to SGA. A motion was made supporting the notion of discipline-oriented signs at Commencement but not to approve spending Senate dues on the proposed commencement signs. M/S/C: Gerhold/Rosellini

### **NEW BUSINESS**

#### IEC Change Proposal

Diana Kelly presented the proposal during her co-chair report. The Senate expressed appreciation for the report and did not have any additional questions or comments. Senators should be prepared to vote on this at the April 13 meeting.

#### Textbook Ordering Process

The issue seems to be whether or not department chairs need to give approval on each textbook order. While some departments have book orders approved by the department chair, others do not. A motion was made requesting that the Senate be provided a complete clarification of the current process including direction to faculty on who to send the order form to, either the department chair or the bookstore, and perhaps a screen shot of how to fill out form along with faculty being provided a confirmation of receipt of the request. M/S: Gerhold/Rosellini.

It was suggested that faculty be provided the form with certain fields that cannot be changed already pre-filled. It was unclear how the preference of each department would be shared. It seems that in most cases, department chairs do want to know which books are being ordered even if they do not approve the order. The motion carried with one abstention.

#### Senate Proposed Budget

Senators should be prepared to vote on this at the next meeting. It was noted that the Senate contribution to the Levinson award is based on how much is needed to backfill available dollars in the Levinson foundation account.

**\*\*A motion was made to extend the meeting time by five minutes. M/S/C: Rosellini/Burstyn**

#### Policy For Online Student Drops.

Bonnie Suderman has asked for the Senate to provide input and a recommendation on this policy. The Senate should consider the following questions: What level of activity is necessary for a student to be considered active? Do students on the waitlist get access to the Moodle course before they are officially moved into the courses so that they can keep up with the work? Should part of the policy state that the instructor must post the policy in their syllabus so the student knows they will be dropped for inactivity and what inactivity constitutes? The recommendation will go forward to the vice-presidents of all three colleges who will then jointly develop the districtwide policy. It was suggested that the task be referred to the Distance Education Committee. Nancy Guidry agreed to take this forward to the committee. It was then suggested that the DE Committee review other colleges' online policies.

### **GOOD AND WELFARE AND CONCERNS**

**ADJOURNMENT at 5:14**