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| Southwestern College Academic Senate Executive CommitteeAgenda |
|  | DATE: 8/12/2015 | 11:00 P.M - 1:00 p.m. | Room 104B |
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| Facilitator | Patti Flores-Charter, Academic Senate President |
| Note taker | Caree Lesh, AS Communications and Research Officer |
| Voting attendees | Randy Beach, IPROC; Caree Lesh, Research Communications Officer; Andrew Rempt, President-Elect; Susan Yonker, Vice-President; Veronica Burton, Curriculum Chair; Richard Fielding, Presiding Chair, Janelle Williams, Staff Development Coordinator - Blue = absent |
| Non-Voting | Frank Post, SCEA President; Leslie Yoder, At-Large; Scott Richison, At-Large; Rebecca Wolniewicz, AOC Co-Chair/At-Large, Guest: Michael Speyrer |
| PLEASE Read | Minutes: July 23, 2015  |
| 14/15 Exec Goals | 1. Larger Role in Accreditation2. **Elevate Curriculum, Instruction, Student Services, Library, and Tutoring as priorities**3. SSSP inclusion of Basic Skills and Assessment faculty4. Institutionalize use of Consent Calendar |

## **Agenda Items**

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|  | **TOPIC** | **PRESENTER** | **ITEM****TYPE** | **TIME ALLOTTED** | **Action** |
|  | Call to order; approval of agenda, approval of July 23 and minutes | Flores-Charter | Action | 5 minutes |  |
| A motion to approve the minutes was made seconded and the minutes were approved.  |
|  | By-Law Assignments:Senate By Responsibilities and Dept. Chairs  | Flores-Charter | Progress Updates | 30 minutes |  |
| Most changes were just for accuracy, title changes, grammatical issues, and clarity. We went through the bylaws as a group and discussed issues, fixed them and they are now complete.  |
|  | Hire Committee Procedure Future Item1. Senate President Appoints all faculty
2. Consensus only, no majority vote on final 3
 | Flores-Charter | Update | 5 minutes |  |
| Caree, Andrew, Patti and Rob Unger looked at this policy. We have language for item 3.1. Patti wants to get the HR committee going again. There needs to be work done to improve hiring processes for faculty. Each constituent groups procedures may become addendums.  |
|  | 1 min. updates:1. 2-yr Sched & Old Courses
2. Prison/Detention
3. IT Meltdown
4. Weekend College
5. Degree Audit and GE Certification
6. Smoking and Marketing
7. Non-Credit and grades
8. Equity, Inclusion, and Diversity Director and Office
9. Budget
10. ITC Update
11. DE Update
12. Smart Demo Room 751
13. October Retirement
 | Flores-Charter | Information | 15 minutes |  |
| 1. We have a 2-year schedule. Wherever there is a degree or certificate there is a plan to offer all the classes on a 2-year cycle. This will hopefully help completions. Old Courses – we have classes that have not been reviewed since the late 80’s so we need to deal with those also. What we need to do about that will be a discussion topic at the retreat. Cuyamaca got into trouble with this on their accreditation. They decided that if they were not updated in a year they would be eliminated. All the classes were updated within the year.
2. The second chance program at the juvenile detention center has started. Reading is being taught, and is just getting started. It is being paid for by a grant through second chance. Retail sales and Microsoft office are also being taught. Classes are all non-credit. We are also working on getting something going at Donovan. More info to come.
3. Work was being done on HVAC and the system was put on a timer that did not work and the system heated to over 130 degrees. Data was lost, but not a lot. Cost looks to be $150,000. We need to get a comprehensive report. Physical redundancy will be set up at Otay.
4. Patti asked KT to work with counseling to choose GE this fall. The golden 4 filled.
5. GE certification is when a student completes all GE they can get a certificate, so this will count on the scorecard. E-mail will go out this fall notifying students they are almost done, with a link to apply for the certificate.
6. Patti suggested we get big banners. Lillian is working on that. Chief Cash is also working on it.
7. We need to move to some type of grading for non-credit. We have always wanted to have grades, but admissions and records said it was too much trouble.
8. This is on the GB agenda for today in hope the college will make a serious effort to improve inclusion and campus climate.
9. Steve Crow is leaving. We have already hired Jim Austin to come in as a consultant for a few months. The goal is to hire by 12/1/15. Patti asked about the Director of Facilities last week, and that position is on hold.
10. They have not been updating the ITC plan. They will get going on that this fall.
11. DE is going good. Tracy has some small workshops going to help jump-start people. Formal training will begin in the spring. OEI just came out with their formal training modules. There will be compensation at a lab rate for those who choose to get paid for the 60 hours or training. There is test out option. We need to be able to work with other colleges to recognize their training.
12. We are on track to have a smart room demo on the 18th in room 751.
13. 10/1 is the deadline for the retirement, only 3 faculty have applied to retire: Gary, Val and Mary Holmes. FHP starts on 10/2. Chairs will need to know a little earlier to decide what they want to put in for. Patti is Co-chair of FHP and will see if we can include the October retirees this year.
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|  | Curriculum Chair | Flores-Charter | Update | 10 minutes |  |
| Karen Cliff is going to be Curriculum Chair, she will complete the next two-years of the 3 year cycle vacated by Veronica Burton. |
|  | 1. Senate Executive Goals Evaluate and Set 15/162. Senate Retreat | Flores-Charter | Discussion | 45 Minutes |  |
| We need to discuss Senate retreat topics for 4 hours. Ideas include: 10+1, summer update, reorganization, enrollment status, consent calendar, continuing education, safe zone (started with ASO), and accreditation. Opening day – It is anticipated that 1000 people will attend. There will be awards and tenure review, and some memorial for our losses this summer. We do have a keynote speaker about building a campus of inclusion and trust, and creating an actionable plan. We will have breakouts and then SLO’s. Key SLO people will have to go to a specific meeting on running area SLO meetings. The afternoon breakout will be SLO’s and program review in departments.  |

**Next Academic Senate Meeting: September 8, 2015**

Future Topics:

FHP Replacement and Emergency Hires

HR Hire Procedure and Plan