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| Southwestern College Academic Senate Executive CommitteeAgenda |
|  | DATE: 11/12/2015 | 1:30 P.M - 3:00 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; Karen Cliffe, 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 |
| PLEASE Read | Minutes: August 12, 2015, September 10, 2015, DRAFT Online Teaching Certification Course, 5-year Fiscal Plan Parameters and Assumptions |
|  | 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, minutes, Holiday Lunch???? | Flores-Charter | Action | 5 minutes |  |
| We are adding e-mail guidelines to number 2. This is our last Executive meeting for the year. 12/8/15 11-1 at Ono’s will be a celebration lunch.  |
|  | FHP: Categorical  | Flores-Charter | Update |  10 minutes |  |
| In FHP it was brought up that counselors were getting more categorically funded positions. Gail said we should not consider those positions. We should be able to support those people in a downturn if we have good administration. SSSP does not allow us to supplant positions. We are not supposed to supplant with grant money, but we usually seem to. Even if these positions are hired and the money goes away don’t we own them anyway? They have to get March 15 letters every year. E-mail guidelines: It was suggested we be sure to keep the conversation for next week simply to if we do or don’t want all staff button and talk about netiquette at future meeting. We need to stop discussions when they move to blaming people who choose to not participate in globals. We need a protocol of how to handle people who use global e-mail improperly. Once again we are wasting lots of campus time to deal with a tiny problem.  |
|  | BP/AP Emeritus | Flores-Charter | Discussion | 15 minutes |  |
| Patti passed out the policy and procedure from MiraCosta, the only college who responded to her Presidents list serve request for colleges who offer emeritus for part time faculty. Patti will bring forward what Patti and Caree worked on for full time faculty. If someone would like to bring something forward for part time faculty.  |
|  | BP/AP 7120 Hiring Procedure | Flores-Charter/Lesh | Action | 20 minutes |  |
| Patti and Caree reorganized the existing P&P so that general items for all committees are up front, then each constituent groups is broken out. Definitions were moved to the back. Caree and Patti will meet with John Clark and some other HR people today.  |
|  | Enrollment Management | Flores-Charter | Discussion | 40 minutes |  |
| Rempt, Leslie, Susan, Patti and Caree need to make a meeting to work on a policy and procedure. Caree will schedule the meeting.  |
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**Next Academic Senate Meeting: Dec. 11, 2015**

Future Topics:

FHP Replacement and Emergency Hires