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| Southwestern College Academic Senate Executive CommitteeMinutes |
|  | DATE: 04-28-2016 | 1:00 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; Susan Yonker, Vice President; Caree Lesh, Research Communications Officer; Andrew Rempt, President-Elect; Chris Hayashi, Presiding Chair, Janelle Williams, Staff Development Coordinator; Blue = absent |
| Non-Voting | Frank Post, SCEA President; Leslie Yoder, At-Large; Scott Richison, At-Large; Angie Stuart, AOC Co-Chair/At-Large |
| PLEASE Read | Minutes: February 25, 2016 |
|  | 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  | Flores-Charter | Action | 5 minutes |  |
| M/S/A, M/S/A |
|  | Open Educational Resources | PFC | Discussion | 5 minutes |  |
| We did the resolution on this, and then Patti read through it more and realized you have to have a Coordinator and a plan to identify the percentage by discipline of courses that are going to adopt OER Materials. PFC talked to Nish and asked if she had read the details, she had not. We have until June to decide, but this will require a lot of writing and reporting. Patti and Andrew will take this to the PBC, and PFC will talk to the bookstore people to see if they are interested. Randy noted this is not just about books, but any learning materials.  |
|  | AP 7120 | Rempt | Discussion | 5 minutes |  |
| Yesterday the Ad Hoc Committee met. Members include: Tolli, Hoyt, Stuart, Hayashi, Lesh and Soto and is chaired by Rempt. Unger will join the group. The interim VPHR asked that we write everything we want in detail. The committee vented and then came up with a list of what we wanted including: faculty having input on the job announcement, options to choose to have letters of recommendation, teaching demonstrations etc. Rempt will ask for Hiring Policies on the Presidents list-serve.  |
|  |  CTE  | PFC | Discussion | 5 minutes |  |
| AEBG – nothing is happening on the training they requested last fall. Diane Edwards is the Coordinator and they did a nice presentation Tuesday night at the joint GB meeting. Basic skills seems to be benefiting but CTE and DSS don’t seem to have much going on. Mia and KT are part of this and need to work on making it happen. CTE faculty need to put together two course certificates. This is the implementation year that we have been planning for. They will be putting together a committee to create a handbook.  |
|  | Negotiations/Reassigned time positions (PD, CC, Prez Elect, VP, ATC, SLO, Accreditation Co-chair) | Flores-Charter | Discussion | 30 minutes |  |
| PFC, Andrew and Ken met with Karl Sparks yesterday. He had no idea about the IPROC position, or Angie/AOC Co-Chair. He seemed to be in favor of all of this and said he would bring this to cabinet. He did not question the reassigned time except the break up of the IPROC. PFC discussed with Karl that Randy was also doing all the tech support and clerical work and the position is not feasible. They also made it clear that most faculty do not want to leave the classroom entirely and go out on 100% reassigned time. It may even be too late to get people to do this for next year as the negotiations on this has gone on too long. Exec proposes that there would be one year of President Elect (at 40% for the one year), two years of President and one year of past President. This would take a change in the by-laws. Caree will make the change in the by-laws to take to the next Senate meeting. We need to run the election for Vice President. The Vice President may be at 20% or 60% reassigned time. PFC will convey to Nish that next Tuesday needs to be the deadline for an approval of reassigned time so we can run elections. On the non-elected positions we need to put out a call for volunteers. Janelle stated she could stay in SD until August. If we do not fill the position they may make this a Director position. You could still have the faculty Coordinator under the Director. Something needs to be done in staff development to handle the tracking of all faculty and staff. When Randy was President he sent out a job description for Curriculum Chair and asked for a letter of interest and a resume. Randy will send the letter to PFC so she can send out a request for victims.  |
|  | IPROC/Reorg | Flores- | Discussion | 15 minutes |  |
| If the MOU is not approved then reassigned time reverts back. We discussed working to contract should this happen.  |
| 7 | Summer Meeting/Opening Day | PFC, AR |  | 10  |  |
| We have two more Exec meetings scheduled this spring, the last one during finals. The next one is May 12 so bring your summer calendars! Opening day will be handled by Linda Gilstraps’ Office and Staff Development will not be involved in any way. Programs will meet to discuss their SLO data, review assessment results and create a plan for improvement. There is a serious problem with the lack of clerical support for Program Review and SLOs. If Linda has the clerical support her office can input the discussion and improvement plan. Program review submissions need to also include evidence of SLO participation; however, we have no process as to how this will happen.  |
| 8 | EDI |  |  | 30 |  |
| The investigation is being dragged out. Nish told PFC that they are doing more interviews and the report is not ready. The Assessors have stated we have a systemic problem. We already knew this. This is why we wrote an Actionable Improvement Plan, created the EDI Committee, and position. It was to have someone who would lead us to improve morale and lead us forward. We hired Guadalupe Corona –to fix the problem. This is a crisis. When Nish said we will get advice on what to do, Patti stated yet again that this is what Guadalupe was hired to do but has made things worse. Corona has not reached out to mend fences, and we are unaware of anything she is doing on the Actionable Improvement Plan. It is probable she is only working on student equity plan (SEP); however, Andrew explained that she is very slow responding to ASC for SEP needs. Cabinet is using the fact we have an ongoing assessment to do nothing. The EDI Committee has only met once this semester. Is there anyway to force some sort of a response? We will do a vote of confidence in PFC at the next senate meeting as we missed this at the first meeting in April. Patti will ask Melinda Nish for a written update on the progress on the actionable improvement plan on campus morale. |

**Next Academic Senate Exec Meeting: May 12, 2016**