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| Academic Senate CommitteeMinutes |
| september 27, 2016 | 11:45 AM - 1:00 pm | L 246 |
| note taker | respectfully submitted by Caree Lesh & Angie Arietti |
| Attendees | Josue Arredondo | ~~Garibay, Adrianna~~  | Rempt, Andrew |
| Beach, Randy | Hecht, David | Shaffer, Rob |
| ~~Bowlin, Stephen~~ | Hopkins, Kesa  | ~~Soto, Corina~~ |
| Brenner, April | ~~Hubert, Elizabeth~~ | Speyrer, Michael |
| Buehler, Lukas | Lesh, Caree | Stuart, Angelina |
| Caschetta, Todd | Lynch-Morissette, Emily | ~~Taffolla-Schreiber, Candice~~ |
| Cliffe, Karen | Martinez-Sanabria, Maria E. | Tolli, John |
| ~~Cuddy, Luke~~ | McAneney, Danielle | Tyahla, Sandy |
| Davis, J.D. | McDaniel, Cynthia | Van Stone, Mark |
| Detsch, Steven | McGee, Tony | ~~Vargas, Yesenia~~ |
| Durkin, Melanie | ~~McGregor, Cynthia~~ | ~~Vicario, Marie~~ |
| Edwards, Diane  | Mossadeghi, Yasmin | Whitsett, Jessica |
| Fielding, Richard | Pfister, Toni | ~~Williams, Janelle~~ |
| Figueroa, Surian | Platt, Brad | Yoder, Leslie |
| Flores-Charter, Patti | Posey, Jessica  | Yonker, Susan |
| ~~Gardea, Jaquelyn~~ | Quintana, Pablo |  |
| GUEST/s |  |  |  |
| Names in red indicate AS Executive committee members. |  |
| **Call to order; Approval of Agenda (Action Item)** | andrew rempt |
| Discussion | A motion was made to approve the agenda and was seconded.  |
| Approval of agenda. M/S/C. Unanimous  |
| **Approval of Minutes from 09-20-16 (Action Item)** | andrew rempt |
| Discussion | A motion was made to approve the agenda and was seconded.  |
| The date of the enrollment meeting is 10/28 not 9/28/16. Approval of minutes. M/S/C. Unanimous |
| **Public Comment (Information Item)** | andrew rempt |
| Discussion | The VPAA is proposing a monthly meeting on SLO’s to review the team report. We are together on this issue. The ACCJC report says our SLO’s are not regularly assessed. Randy Beach noted that the Curriculum Committee is considering a sub-committee to look at SLO’s and provide guidance. This will hopefully help with what is happening on the accreditation report. We have a new system in eLumen and some SLO Points people are still learning the new system. Please be sure to get the points trained. A motion was made to extend public comment for 2 minutes and passed. Susan Yonker noted that there are several program review workshops coming up so check with SD and come.Kathy read about where the accreditation visiting team wrote about our SLO’s. We need to demonstrate wide spread participation in SLO’s. The commission is required to take action if we are not in compliance with SLO’s within 2 years of notice, so for us February 2017.  |
| **President’s Report (Information Item)** | andrew rempt |
| Discussion | The SLO Coordinator position as approved at out last meeting has been forwarded to SCEA for negotiations. We are asking for 20% more time and for 2 positions at 40% rather than one at 60% This Thursday the Curriculum Committee will discuss the LORC sub-committee of Curriculum. The deadline for the DEFT training seems to have invoked some trauma. The Senate and Union take issue with this late notice of training requirements. We hope to sit down with the administration and come up with a solution. Tracy will be on the agenda for next week to discuss this topic with us. We feel like we are showing good progress and that will be considered as great improvement by ACCJC at the follow-up visit.Priority for training will go to fully online teachers, and hybrid will be secondary.  |
| **SCEA Report (Report)** | Rob s. shaffer |
| discusson | Rob Shaffer noted our sunshine list was posted and will be on the next GB agenda. This will be sent out soon by Ken Yanow. Rob complimented the VPAA on her respectful collegial discussion on things they disagree on. Rob let everyone know that at this time there is not contractual requirement for faculty to enter SLO data. The union will work collaboratively to get accreditation done, but we will also defend the contract.  |
| **Policy and Procedures Policy and Procedure (Information Item)** | andrew rempt |
| discusson | Andrew asked that Senators review Policy and Procedure ahead of the meetings and then forward any changes, especially word smithing and type sorts of changes to Andrew right away. We need to blast through many policy and procedures this semester, so we need to be more efficient. We all should really be doing this already and we will still have collaborative discussions at the meeting, but spend less time going through policy and procedure line-by-line or editing and wordsmithing. Using a consent calendar is very typical at the state level. The concept is to get Andrew input early and discuss what needs to be discussed but let many things that are non-controversial go through on consent. A motion was made to extend by three minutes was seconded and passed. It was suggested that we get the policy and procedure out a week early. It was suggested we could have a small group that vets Policy and Procedure prior to the meeting. This would have to happen in the public in an open meeting, following the Brown Act and have formal minutes.  |
| **Policy & Procedure 4220 Standards of Scholarship, Procedure 4102 Career and Technical Education (1st Read)**  |  andrew rempt |
| Discussion | The whole policy and procedure for 4220 is new so the whole thing is underlined. This is a Policy and Procedure that is legally required. Sometimes when we bring these forward we did not have, or it is new, or it has been substantially changed and/or moved. Lisa Ballesteros worked on this for the faculty. We may need to revisit this soon to accommodate for non-credit. In the future, we do intend to have a better plan how to update Policy and Procedures that are in need of review so we can do this in a timelier way, and spread them out over the course of the year. Please send grammar/spelling problems to Andrew Rempt in advance of the meeting. A motion was made to extend for one minute and was seconded and passed. It was suggested that in the table we cross-reference what is in the chart with what is already in place. 4102 – Career and Technical Education was viewed. A motion was made to extend for 2 minutes and was seconded and passed. This addresses advisory boards and other Career Technical programs. Next week we will have a presentation on CTE and non-credit. The procedure suggested committee members serve for 3 years, and this is not realistic. Please get these out to your constituent groups. |
|  **FHP (2nd Read/Action)**  | andrew rempt |
|  | A motion was made and seconded to approve and passed. This assures faculty who do not make it through tenure review be automatically replaced. The language about the position going through cabinet is because they have the power to tell the HR director to re-hire for the vacated position. What this is saying is that if someone is hired and does not complete tenure that position will be replaces without going through FHP. Kathy Tyner noted that we are already doing this and the intent is to replace in the same discipline because that is where the hole is. It is a real problem when people don’t finish tenure, this allows those positions to be refilled quickly. A motion was made to extend for 3 minutes and was seconded. The motion passed.A motion was made to extend for 5 minutes was seconded and passed. It was noted that this needs to say that Cabinet will approve and then forward. We can never tell Cabinet what to do, we do advise, but our authority is limited. The FHP Committee and Administration have approved this language. The motion passed unanimously.  |
| **Policy & Procedure 7120 Recruitment and Hiring (1st Read)**  | Andrew rempt |
| Discussion | We have an ad hoc committee working on 7120 – recruitment and hiring procedure. Faculty on this committee are Andrew Rempt, Caree Lesh, Charlie Hoyt, Angie Stuart, and Corina Soto. First, the committee wanted to track down the current version of 7210 and the Ed Code and see what we can change. Angie Stuart came up with a version that did not match the Sharepoint version which did not match what the group had been given. Randy Beach worked on it too. One is dated 2012 another is a 2008 document. The 2012 document could not be agreed on in committee and with the entire turnover in HR, the update and was never forwarded for approval. The 2008 version is what is current. This has to be updated for accreditation purposes. We had at one point asked that each constituent group re-write their own sections, and it is suggested that we return to that approach. The original document says the VP interviews are conducted by the Gb and this is micromanagement and cannot happen. Again, this must be fixed this semester. We were also reminded that committee criteria have been reversed by HR who then held the applications until the committee capitulated. Patti Blevins has retired and her position is not filled. Andrew is trying to work with Alfredo and Kim to track this down and who worked on what and when. A motion was made to review the parts of the procedure that is relevant to faculty hiring only, and Rempt work with the VPAA to get the rest done since it is time sensitive. The motion was seconded. There is a committee in place to work on the faculty piece, and this is what they have been doing. The motion passed.  |
| **Flex Coordinator/PD Coordinator Job Description (Discussion)** | andrew rempt |
| Discussion | At the end of last year, we were without a PD Coordinator. Janelle did agree to stay for this year based on the job being redesigned to its original intent to focus on faculty staff development. The position is to be redesigned by December, in order to hire someone this Spring. The position had just kept expanding to a point it was not doable. There are more hourly workers in the office and MyLearningPlan software was also purchased, but faculty numbers alone have tripled as adjunct are now required to do staff development. We need to decide what to do with this job description. We could take to constituents or create a taskforce to create a job description. A motion was made to create a sub-committee to create the job description. This is a full-time tenure track job and the job description needs to be done by 12/31/16. The motion passed unanimously. Andrew and Janelle will be on the committee along with Mike Speyrer. Kesa and Caree may be on the committee if the time works for them.  |
| **Adjournment** | andrew rempt |
| Discussion | The meeting was adjourned at 1:00 |
| The next Academic Senate meeting: Tuesday, October 11, 2016 from 11:45 a.m. – 1:00 p.m. in L 246. |

[09-27-16 Voting Record](https://portal.swccd.edu/Committees/AcaSen/Standardized%20Document%20Library/AS%20Voting%20Record%2009-27-16.docx)