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| Southwestern College Academic Senate Executive CommitteeSpecial Meeting |
|  | DATE: 3/6/2014 | 3:30 p.m. - 4:45 p.m. | Room 104B |
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| Facilitator | Randy Beach, AS President |
| Note taker | Caree Lesh, AS Communications and Research Officer |
| PLEASE READ | [DE Handbook Draft](https://portal.swccd.edu/Committees/ASExecCommittee/Standardized%20Document%20Library/Draft%20DE%20PLan%20Handbook%20CNET%20Procedure%202_20_2014.doc) [Grad Requirements Recommendations](https://portal.swccd.edu/Committees/ASExecCommittee/Standardized%20Document%20Library/Graduation%20Requirements%20Committee%20Recommendations2_25_14.doc%22%20%5Co%20%22Clicky%20Wicky) [ACCJC Standards](https://portal.swccd.edu/Committees/ASExecCommittee/Standardized%20Document%20Library/ACCJCStandardsComparison.pdf) |
| PLEASE BRING | Access to all materials (on paper or electronically) |
| ATTENDING | Caree Lesh, Steve Detsch, Angie Stuart, Chris Hayashi, Andrew Rempt, Rebecca Wolniewicz, Eric Maag, Patti Flores-Charter, Susie BrennerGuest: Mia McClellan |

## **Agenda Items**

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|  | **TOPIC** | **PRESENTER** | **ITEM****TYPE** | **TIME ALLOTTED** | **notes** |
|  | Call to order; approval of agenda | Beach | Action | 1 min |  |
| We eliminated SCC standing committee item and added the new number 4 reflected below.  |
|  | New Grade Rosters | McClellan | Discussion | 5 minutes |  |
| The grade roster screen needed to be changed. Mia has created a letter to go out to faculty. This would become effective Monday as the first 8 week classes are going into finals next week. This small sample will serve as a test group prior to the end of the spring semester. This will allow for some time to work out bugs if needed. Federal financial aid is now requiring tracking of last day of attendance for students who get F grades. They want to know who actually tried to pass and failed vs. those who did not complete. At some point federal financial aid will want some of their money back from non-completers. The other big change is that grades will need to be typed in rather than selecting from a drop down list. It’s not really more complicated; it just looks like it because of the layout.  |
|  | AnnouncementsLeague of InnReassigned Time ProposalFRAHonorary Degrees | Beach | Discussion | 5 minutes |  |
| The League of Innovation held a conference in Anaheim last weekend. Randy, Diane Edwards and Sylvia Garcia went to the conference. Diane and Randy divided up between leadership and Staff Development workshops. Themes were technology, STEM, and workforce diversity. Randy will recommend that expenses for a small group to attend this conference next year be included in next academic senate budget. Randy met with Lynn on the reassigned time and she requested more data. Randy provided Lynn the data, so now the request is in SCEA’s hands. Randy will send an e-mail to Melinda, Eric, and Lynn to try to get a resolution as soon as possible. FRA – the committee is meeting on Monday, so we hope to announce the winners on Tuesday.March 8th is the deadline for the Honorary Degrees. We do not have nominees yet.  |
|  | Resolution of Council of Chairs By-laws Issues: Disclosure of Ballot Count, Unsealing of ballots.  | Beach | Report | 4 minutes |  |
| Currently Department of Chairs bylaws do not address if there are secret ballot elections, or if vote counts are revealed. All departments do their own thing. Someone who ran for Department chair would like to see the ballots cast in their department. The faculty member wants to know the count and wants to look at the ballots. Bylaws do not address this situation. When the department faculty in this situation voted, they were under the belief that the vote was secret. The Dean involved said he ran it as a secret ballot, and he has not given a vote count. Because this was the understanding of the election, ballots should not be shown to anyone other then those who counted the ballots and possibly Susie or Randy to confirm the vote for the complainant. One of the complainant’s concerns is that another faculty member in the department is being sexist. The Dean told Susie that he did not see this as a sexist issue. We need to avoid corruption, so we have to be able to verify that the vote was legitimate and verify the votes are accurate; however, nobody is claiming the vote is illegitimate. Proof of sexism would have to be by conversations and communications about whom to vote for and why rather than looking at ballots. We recommend that no one other than the Dean see the secret ballots. The Chairs felt that in small departments, once you reveal the count, you are opening a can of worms and hurt feelings. Chairs also agreed that ballots should not be seen by faculty. Chairs thought it was best not to reveal votes totals for the elections. The Chairs did not talk about specific people or a specific situation. We could send Randy in to review the ballots and confirm the election results. A suggestion is to add conducting Department Chair elections to the elections committee, but it was noted that we struggle to get any elections committee together. *A motion was made to honor the Council of Chairs decision on this one incident. The motion was seconded. The motion passed. The motion passed 7-2.* Some of the things that happened in this case should go to HR, and the Dean should do that. HR and Administration should be settling this case. If people are bullying and not being collegial, this should be reflected in an employee evaluation.  |
|  | Council of Chairs By-Laws | Brenner | Discussion | 10 minutes |  |
| We will suggest making by law changes that, from here on out, secret ballots be used, and the count will be announced. It is also suggested that by-laws have guidelines for ballot statements. There is language in the bylaws for what to do if there is a problem with a Department Chair.  |
|  | New Draft Standards from ACCJC | Wolniewicz | Discussion | 15 minutes |  |
| We need to continue having conversations about what input we want to give while the window is open for comments. We need to decide if we, as individuals, or as a senate would like to comment. RW – if you look up the new standards, and SLO information it is clear that faculty evaluation is coming up again. It is being requested SLO’s to be used in a faculty evaluations. We should weigh in as a senate, specifically where it talks about SLO’s use in faculty evaluations. It was suggested that the SCEA and AS do a joint statement on the SLO piece. We need to look at that item more in depth to see how it is being interpreted and make a decision. The crosswalk is available in the Academic Senate SharePoint. |
|  | Program Discontinuance BP/AP | Beach/Wolniewicz | Update | 15 minutes |  |
| Randy got a lot of great comments on this from several people including the VPAA. We are trying to find a way forward while protecting 10+1. We need to define how administration can be involved with the process. The VPAA wants to possibly be able to ask for certain programs to be evaluated to start the process. It was reiterated that we must have reliable data in order to evaluate programs for discontinuance. Administration should be looking at program reviews and making sure programs that need to be eliminated/minimized have that information recorded in those documents. We welcome any information the VPAA would bring to us. At curriculum, program discontinuance policy and procedure was discussed. Definitions for program discontinuation and inactivated/suspended need to be clarified. Randy noted there are new definitions. Discontinuance is when the program goes away forever. An inactivated program could just be paused for cleanup. Courses and programs go into a three-year holding period. We really need to work on the catalog because we cannot discontinue programs after the first week of December and expect them to be removed from the catalog. The courses have to go to Curriculum as an agenda in order to get to a GB agenda. Discontinued classes/programs go to the December Governing Board meeting for approval in order to be removed from the catalog. It was suggested that faculty be allowed to do to flex/hurdle for program reviews and program discontinuance.  |
|  | DE Handbook | Flores-Charter | Update | 10 minutes |  |
| Patti will meet with the DE committee tomorrow, and will send out the Handbook out to all faculty.  |
|  | Graduation Requirements | Flores-Charter | Update | 10 minutes |  |
| These have been under review for the past year and a half. Departments who have add on graduation requirement presented to the committee in December. School reps are getting feedback on prospective changes.  |
|  | Adjournment |  |  |  |  |

GUESTS:

Next Academic Senate Executive Committee Meeting: March 20, 3:30-5:00 PM