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| Academic Senate CommitteeMinutes |
| april 8, 2014 | 11:00-11:50 a.m. | L 246 |
| note taker | respectfully submitted by Caree Lesh & angie Arietti |
| Attendees | Andrade-Robledo, Margarita | Jones, Linda | Quan, Nghiep  |
| Beach, Randy | Lesh, Caree | Rempt, Andrew  |
| Bloch, Maya  | Lewis, John | ~~Salahuddin, Sheri~~  |
| Brenner, Susan  | Lucas, Yvonne | ~~Salgado-Avalos, Francisco~~  |
| ~~Carberry, Ed~~ | Maag, Eric  | Speyrer, Michael  |
| Caschetta, Todd | Martinez-Sanabria, Maria E. | Stuart, Angelina  |
| ~~Davis, J.D.~~ | ~~McAneney, Danielle~~ | ~~Tyahla, Sandy~~  |
| Detsch, Steven  | Mossadeghi, Yasmin  | Whitsett, Jessica  |
| Edwards-LiPera, Diane  | ~~Orozco, Alejandro~~  | Wolniewicz, Rebecca |
| Flores-Charter, Patti | ~~Pollock, Lynn~~ | Yonker, Susan |
| Hayashi, Chris | Posey, Jessica | Zinola, Lauren |
| Hopkins, Kesa | ~~Preciado, David/Tom Rogo~~ |  |
| Horlor, Barry  | Puen, Kimberly |  |
| GUEST/s | Angelica Suarez | Josue Arredondo  | Mark Samuels |
| Karen Cliffe |  |  |
| Names in red indicate AS Executive committee members. |  |
| **Call to order; Approval of Agenda (Action Item)** | randy beach |
| Discussion | The meeting was called to order at 11:00 a.m. by the Academic Senate President, Randy Beach.  |
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| Approval of agenda. M/S/C.  |
| **Public Comment (Information Item)** | randy beach |
| Discussion | Plenary starts this Thursday and runs through the weekend. Contact Patti with questions or comments. Rebecca noted she has started offering eLumen workshops.  |
| **Approval of Minutes from 03/18/14 (Action Item)** | randy beach |
| Action items |
| Approval of Minutes. M/S/C. |
|  Discussion | A motion was made and seconded to approve the minutes with changes noted by Randy. The motion passed unanimously. |
| **President’s Report (Report)** | randy beach |
|  | The President’s report is available on SharePoint. The SCEA negotiated new reassigned time for Academic Senate Executive positions. The Communication and Research Officer has been combined to collapse Communication and Research and State Delegate into one position. We would typically vote these two positions at the last senate meeting, but we will elect this at the last meeting in April to get paper work and scheduling done. The Academic Technology Committee Chair will now receive 20% reassigned time and will be appointed by the Senate President. Please send a resume and letter of intent to Randy to be considered for the position. There will be a short presentation tomorrow night at the Governing Board on the Faculty Recognition Awards winners. The big celebration will be at the Opening Day All Staff Recognition Ceremony in Fall 2014. Compressed calendar forums will be held in the upcoming weeks. Please come and give feedback on the different schedule models. We need to add a senate meeting on 4/29/14 because we can’t get all the work done without this meeting. The next four meetings are already packed and most of the items are important and should not wait for Fall. Elections for Executive and Part-time senators are underway. Ballot statements will be sent out via e-mail.  |
| **SCEA Report (Report)** | eric maag |
|  Discussion | We have our Rep Council meeting this Thursday. Humberto Peraza will be there to field questions. Please come and ask questions. |
| **BP/AP 4350 Final Exam Week (Discussion/2nd Read)**  | randy beach |
| Discussion | SCEA needs to look at this and make sure it does not conflict with the contract. This will come back on 4/22/14 for a vote. The link in the agenda takes you to the link of the most updated version of the Policy and Procedure. It was pointed out that our finals schedule is imperfect, so faculty need some flexibility to assure their students can complete the final. A motion was made to extend for 3 minutes, was seconded and passed. This semester two ESL classes have the same final time, so again the policy and procedure needs to have flexibility. It was suggested we have a final schedule that does not have conflicting times or tests as early as 6:00 a.m. A motion was made to extend for 2 minutes, was seconded and passed. A question was asked as to why the deans need to know about a student taking a final examination earlier at all, because they have enough to do? It was explained that the faculty will have to be consulted prior to the dean being involved, but the dean must approve the change.There are some revisions that need to be made to the procedure. This will be brought back again at another meeting. |
|  **BP 3310 Records Retention and Destruction (Discussion/1st Read)**  | randy beach |
| Discussion | This is the latest version out of SCC. This will address the keeping of records. This is here to remind us about how important it is to keep records. This is being revised primarily because of the perforation of electronic records. This is moving us in the direction of what to do with electronic data.  |
| **AP 3310 Records Retention and Destruction (Discussion/1st Read)**  | randy beach |
| Discussion | SCC is forwarding this to us. Most of the language comes from the CCLC. We do need to add information specific to our college. BB (blackboard) and grade book information needs to be stored and faculty need to have access to those records. We need to follow up on archiving grades in Blackboard.The new Distant Education requirements will mandate we have access to the records in BB. All instructors should be able to provide attendance and grades for the past 3 years, but you do not need to keep supporting documents.  |
| **BP 4230 Grading and Academic Record Symbols** **(1st Read/Discussion)** | randy beach |
| Discussion | Mark Samuels and Karen Cliff have been working on this and presented this item. Cheryl Vallejo and Silvia Cornejo were also on this committee. They revised the original since it combined policy and procedure.  |
|  **AP 4230 Grading and Academic Record Symbols** **(1st Read/Discussion)** | randy beach |
| Discussion | Pluses and minus symbols were not included after much discussion and research. A “D” is no longer noted as passing, but rather will be named as “less than satisfactory.” “MW” – military withdraw was added as a symbol as required by Title 5. Withdraw dates were defined as dropping between 20-70% of the class meetings. 75% now is prior to week 13. 70% would make this a 12 week deadline for the compressed calendar. “I” incomplete grade procedures were also updated and required substantial new language. An incomplete is supposed to be used as an emergency option only due to a last minute problem that prevented someone from finishing the course, but it has been used inconsistently. It was suggested that the College District keep to the 75% and not lower this to 70%. The computer system needs to be set up so that “I” grades automatically convert to an “F” after one year as this would lower the paperwork required of the instructor and would simplify the procedures. When dealing with incompletes, other campuses have moved to giving a less than satisfactory grade and thus motivating the student to complete the necessary work to get the “I” grade changed. This would make communication between the student and faculty clearer. Right now, if faculty fill out an incomplete grade contract and the student does not complete the work, the grade changes to whatever the faculty indicated would be the grade if the contract was not complete. A motion was made to extend for 4 minutes, was seconded and passed. Data and research on this topic was requested to make an educated decision on this topic. |
|  **BP 4021 Program Discontinuance (1st Read/Discussion)**  | randy beach |
| Discussion | This has been in effect since 2010 but it has been hard to implement and confusing in some places. We want to make sure that faculty are at the forefront of program discontinuance. Title 5 language about the viability of programs is in the Policy, along with Education Code language on CTE programs.  |
| **AP 4021 Program Discontinuance (1st Read/Discussion)**  | randy beach |
| Discussion | The procedure goes into detail about terms that are confusing. This also asserts the primary role of faculty and also the role of the Governing Board. It defines what a program is and defines inactivation, discontinuance and suspension.  |
| **Adjournment** | Randy beach |
| Discussion | The meeting was adjourned at 11:50 a.m. |
| The next Academic Senate meeting: Tuesday, April 22, 2014  |